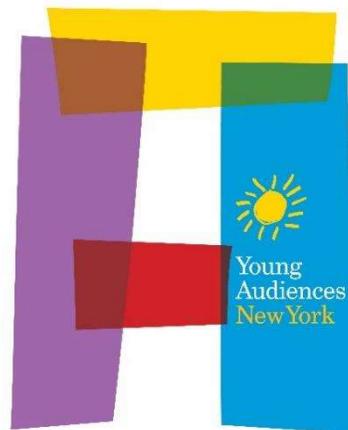


Community School Coordinator

PS 205X, Bronx, New York

Young Audiences New York has been serving as the lead Community Based Organization (CBO) for a multi-year 21st Century Learning program at PS 205X in the Belmont neighborhood of the Bronx. In partnership with the school and District 10, we create, launch, and implement a holistic, arts-centered “community school” approach that engages a diversity of partners in providing new enrichment opportunities for children and their families.



About Community Schools

Community Schools offer a “whole-child” approach toward improving academic performance driven by strong, collaborative partnerships among school administrators, families, teachers, and CBOs. In Community Schools, families are real and active partners in their children’s education, the school climate is joyful and positive, and expanded learning opportunities are abundant.

Core outcomes are two-fold. At the *student-level*, community schools aim for increased attendance and student engagement; connectedness to adults; development of social and emotional skills; and improved academic performance. At the *school-level*, community schools aim for improved school culture; more actively engaged families; and seamless service delivery with partner organizations.

About Young Audiences New York

Young Audiences New York (YANY) gives children and youth from under-resourced schools and neighborhoods a chance to experience and create art. Founded in 1952, YANY continues to act as an explorer and trailblazer in arts education. We believe art can be a catalyst to create equity and opportunity for NYC’s youth, their families, and communities. Our innovative programming expands from the classroom to the surrounding neighborhood, integrating artmaking with youth development and community engagement. Though creating and sharing art, children build important life skills, grow social networks, and affirm their belief in a positive future.

Job Summary

We are looking for an organized, detail-oriented, and child-friendly coordinator who will work closely with the Community School Director to integrate programming throughout the school and community, resulting in improved student learning, thriving families, and a flourishing school community. A principal component of the Community Schools approach is the integration and alignment of school- and community-based services throughout an expanded learning day (such as health, mental health, counseling, and academic enrichment). The anchor to this work is our art-focused after-school program which serves over 300 students throughout the school year. The coordinator will serve an instrumental role in both organizing and supporting our effort to provide quality programming. This is a full-time, non-exempt, grant-supported position and reports to the Community School Director (CSD). This position will be expected to work in-person at PS 205X, Mondays-Fridays from 9:30am-5:30pm.

Job Responsibilities:

- In partnership with the CSD, create a safe, warm, and professional learning environment for students
- Develop strong relationships with YANY staff, students, teachers, administrators, and families to ensure all understand what a community school is and how it supports student achievement
- Support a team of group leaders, teachers, and teaching artists as we work collectively to provide joyful after-school programming for over 300 elementary-aged students
 - Assist in planning and execution of all programming

- Help coordinate events such as family nights, health fairs, and culminating events
- Data collection and entry into DOE's EZ reporting system and YANY databases
- Supply ordering and inventory keeping
- File management
- Maintaining After-School bulletin board
- Attendance tracking and follow up with families as needed
- Participating in School Team (CST) Meetings when requested
- Attend trainings and meetings as required by YANY and the DOE
- Other duties as assigned

Requirements:

- High School Diploma or Equivalency required, Associate's Degree preferred
- At least two years' experience working in educational programming for children, preferably in a school-based setting, with administrative responsibilities
- Must be fingerprinted and cleared by the NYC DOE prior to the first day of work
- Must be able to provide proof of COVID-19 vaccination

Qualifications:

- Demonstrated commitment to expanding opportunities for children and families and a belief in the power of the arts to transform student achievement
- Strong organizational skills with an eye for details and a quick learner
- Excellent relationship-building skills with ability to work collaboratively with school aged youth, educators, families, and communities from a wide range of cultural, social, and economic backgrounds
- Knowledge about tenets of community organizing, student support services, and youth development theories and the arts, or demonstrated desire to learn
- Upbeat attitude and can-do demeanor
- Familiarity with Microsoft Office Suite and using databases
- Bilingual Spanish helpful, but not required

Salary Range: \$35,000-\$40,000. Salary is commensurate with experience. YANY offers a competitive benefits package including health insurance (medical, dental, vision), generous paid time off, and 403b plan participation.

To Apply

Please submit your cover letter and resume to employment@yany.org for consideration. The application is open until the position is filled. Please indicate the job title in the subject line.

Applicants with diverse backgrounds and experiences are encouraged to apply. YANY provides equal employment opportunities to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law.