



TRAIL BLAZERS

BUILDING VALUES FOR LIFE

Under One Sky After School Program

Position: UOS Group Leader

General Description: The UOS Group Leader will lead a group of 10-12 children and facilitate TBC programming in an engaging and meaningful manner.

To Apply: Send a cover letter and resume with "UOS Group Leader" in the subject line to Jennifer Bombardier at jbombardier@trailblazers.org

Responsibilities:

- Lead hands-on environmental science workshops for groups of 10-12 elementary school students using inquiry-based learning strategies
- Bring camp magic to the program every day through songs and games
- Get to know the children individually and tailor the activities and programming to meet their needs and interests
- Engage in conflict resolution and positive behavior management practices as needed
- Work closely with the Enabler to ensure ongoing coaching and professional development
- Ensure the children's safety and well-being during the program
- Act as a champion for the children by positively encouraging and supporting their growth individually and collectively
- Incorporate the Trail Blazers Values into all aspects of programming
- Participate in all staff trainings and activities, including regular check-ins with supervisors

Requirements:

- At least 18 years old with at least one year of college or post high school experience
- Minimum of 1 year of child care experience
- Experience, interest, and desire to work with elementary aged youth
- Work and/or educational experience related to child development, leadership, child psychology, environmental education, and/or behavior management preferred
- Knowledge or interest in outdoor skills, personal health, environmental stewardship, interpersonal relationships, youth development, group dynamics, and programming
- A good sense of humor, high level of patience, and ability to engage appropriately with youth while maintaining professional boundaries
- CPR/First Aid Certification preferred

Compensation: \$12.00 - \$15.00/hour

Mandatory Pre-Service Training Dates: Wednesday, September 6 – Friday, September 7

Program Dates: Monday September 11, 2017 – Friday June 22, 2018

Programs run Monday through Friday from 2:00pm to 6:00pm in accordance with the NYC DOE calendar. UOS does not operate when schools are closed or on early dismissal days.



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Position: UOS Enabler

General Description: The UOS Enabler will provide support and coaching for 2-3 small group leaders to ensure that programs are being implemented in an engaging and meaningful manner.

To Apply: Send a cover letter and resume with "UOS Enabler" in the subject line to Jennifer Bombardier at jbombardier@trailblazers.org

Responsibilities:

- Ensure group leaders have all required materials, knowledge, and skills to facilitate engaging program activities
- Develop daily activity plans under the guidance and supervision of the Program Specialist
- Support group leaders in behavior management strategies, including one-on-one and group facilitation as well as crisis intervention and conflict resolution
- Implement staff appreciation efforts, both daily acknowledgements and planned activities
- Act as a champion for the children and group leaders by positively encouraging and supporting their growth individually and collectively
- Fully understand the Trail Blazers Values and incorporate into all aspects of programming
- Participate in all staff trainings and activities, including regular check-ins with supervisors
- Communicate all challenges and needs with the Site Coordinator

Requirements:

- At least 18 years of age with at least one year of college or post-high school experience
- Minimum of 2 years of experience working with children
- Minimum of 1 year of experience in a leadership role, such as supervisor or mentor for teens or adults
- Experience, interest, and desire to work with elementary aged youth
- Work and/or educational experience related to child development, leadership, child psychology, social work, and/or environmental education
- A good sense of humor, high level of patience, and ability to engage appropriately with youth while maintaining professional boundaries.
- High level communication skills and ability to give/receive constructive feedback
- CPR/First Aid Certification preferred

Compensation: \$12.00 - \$18.00/hour

Mandatory Pre-Service Training Dates: Tuesday, September 5 – Friday, September 7

Program Dates: Monday September 11, 2017 – Friday June 22, 2018

Programs run Monday through Friday from 2:00pm to 6:00pm in accordance with the NYC DOE calendar. UOS does not operate when schools are closed or on early dismissal days.

This position may require additional weekly hours outside of regular program times.



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Under One Sky After School Program

Position: UOS Site Coordinator

General Description: The Site Coordinator reports to the Program Director and is responsible for the oversight and administration of the program at the assigned site.

To Apply: Send a cover letter and resume with "UOS Site Coordinator" in the subject line to Jennifer Bombardier at jbombardier@trailblazers.org

Responsibilities:

- Supervise site staff including Enablers and Group Leaders
- Act as a point of contact for parents and school administrators
- Ensure health and safety of all program participants
- Maintain inventory of site materials such as snacks and program supplies
- Maintain all on-site documentation, including group rosters, parent/guardian contact information health information, emergency evacuation plans, and staff timesheets
- Participate in all staff trainings and activities, including regular check-ins with the Program Director and be available for weekly office hours.
- Represent Trail Blazers in a positive and professional manner at all times

Requirements:

- 21+ years old
- Minimum of 2 years of after school experience
- Prior experience in an administrative or supervisory role
- Education and/or work experience in education, child development, social work, psychology, environmental science, environmental education, and/or related field.
- High level of professionalism and communication skills required
- CPR/First Aid Certification preferred
- Familiarity with SACC policies and procedures preferred

Compensation: \$12.00 - \$18.00/hour

Mandatory Pre-Service Training Dates: Tuesday, September 5 – Friday, September 7

Program Dates: Monday September 11, 2017 – Friday June 22, 2018

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This position requires additional office hours outside of the regular program time.



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Under One Sky After School Program

Position: UOS Program Specialist

General Description: The Program Specialist will directly supervise the development of the environmental science program content.

To Apply: Send a cover letter and resume with "UOS Program Specialist" in the subject line to Jennifer Bombardier at jbombardier@trailblazers.org

Responsibilities:

- Work with program planning team to ensure programs are high-quality, hands-on and age-appropriate
- Observe program implementation and provide group leaders with feedback
- Oversee garden maintenance and year-round garden curriculum
- Participate in all staff trainings and activities, including regular check-ins with supervisors
- Work closely with the Program Director

Requirements:

- At least 18 years of age with one year of college or post-high school experience
- Minimum of 2 years of experience working with children
- Experience in curriculum development and lesson planning
- Education and/or work experience in education, environmental science, environmental education, natural sciences, or a related field
- High level communication skills and ability to give/receive constructive feedback
- CPR/First Aid Certification Preferred

Compensation: \$12.00 - \$18.00/hour

Mandatory Training Dates:

Tuesday, September 5 – Friday, September 7

Program Dates:

Monday September 11, 2017 – Friday June 22, 2018

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