



# TRAIL BLAZERS

## BUILDING VALUES FOR LIFE

### Under One Sky After School Program

**Position:** Group Leader

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

**To Apply:** Complete the online application at [www.trailblazers.org/jobs](http://www.trailblazers.org/jobs)  
Three (3) typed reference letters will be required if hired

**Responsibilities:**

- Facilitate hands-on workshops for groups of 10-12 elementary school students
- Bring camp magic to the program every day through games, songs, and group play
- Adjust program activities and schedules based in campers' individual and group needs
- Engage in conflict resolution and positive behavior management practices as needed
- Work closely with the Enabler to ensure ongoing coaching and professional development
- Encourage and support campers' social and emotional growth individually and collectively through daily goal setting, reflections, and coaching
- Practively develop positive and supportive relationships with campers, families, co-working team, leadership, and the school community
- Model the Trail Blazers Values and incorporate them into all aspects of programming
- Adhere to all health and safety protocols, which includes providing a high level of supervision, responding to incidents and injuries, lead safety drills with campers, and submit daily reports
- Participate in all staff trainings and activities, including regular coaching sessions with Team Supervisor. All staff must complete a minimum of 20 hours of online and in-person OCFS-approved training per year.

**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
- Must commit to a minimum of 3 afternoons per week
- Must complete all NYS SACC background clearances, fingerprints, medical exam and TB test
- 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:** \$15.00 - \$17.00/hour

**Mandatory Pre-Service Training Dates:** Wednesday, September 4 – Friday, September 6

**Program Dates:** Monday September 9, 2019 – Friday June 19, 2020

Programs typically 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.



# TRAIL BLAZERS

## BUILDING VALUES FOR LIFE

### Under One Sky After School Program

**Position:** UOS Team Supervisor

**General Description:** The UOS Team Supervisor will provide coaching and supervision for 2-3 Group Leaders to ensure that programs are being implemented in an engaging and meaningful manner.

**To Apply:** Complete the online application at [www.trailblazers.org/jobs](http://www.trailblazers.org/jobs)  
Three (3) typed reference letters will be required if hired

**Responsibilities:**

- Ensure Group Leaders have all materials, knowledge, and skills to facilitate high quality programming
- Develop daily activity plans under the guidance and supervision of the Program Specialist and complete all planning and material requests in a timely manner
- Implement staff appreciation efforts, both daily acknowledgements and planned activities
- Develop and lead training workshops for Group Leaders and provide daily individual coaching
- Practively develop positive and supportive relationships with campers, families, co-working team, leadership, and the school community
- Model the Trail Blazers Values and incorporate them into all aspects of programming
- Complete administrative tasks such as attendance tracking, submitting program reports, reviewing camper health files, and communicating with families and school administration.
- Adhere to all health and safety protocols, which includes providing a high level of supervision, responding to incidents and injuries, lead safety drills with campers, and submit daily reports
- Participate in all staff trainings and activities, including regular coaching sessions with the Site Director. All staff must complete a minimum of 20 hours of online and in-person OCFS-approved training per year.

**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
- Must complete all NYS SACC background clearances, fingerprints, medical exam and TB test
- 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 and receive constructive feedback
- CPR/First Aid Certification preferred

**Compensation:** \$18.00 - \$20.00/hour

**Mandatory Pre-Service Training Dates:** Tuesday, September 3 – Friday, September 6

**Program Dates:** Monday September 9, 2019 – Friday June 19, 2020

Programs typically 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 does require additional weekly hours outside of regular program times.



# TRAIL BLAZERS

## BUILDING VALUES FOR LIFE

### Under One Sky After School Program

**Position:** UOS Site Director

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

**To Apply:** Email a resume and cover letter to Molly McCue at [mmccue@trailblazers.org](mailto:mmccue@trailblazers.org)  
Three (3) typed reference letters will be required if hired

**Responsibilities:**

- Supervise and manage site team including Group Leaders and Team Supervisors
- Act as the primary point of contact for parents, school administration, and program staff and proactively develop positive and supportive relationships with campers, families, co-working team, leadership, and the school community.
- Ensure all health and safety protocols are met, including a high level of program supervision, responding to incidents and injuries, administer safety drills with campers and staff, complete monthly site inspections, and maintain group ratios
- Complete all site-specific administrative tasks, including attendance tracking, camper rosters and health documents, staff paperwork, submit bi-weekly payroll for approval
- Coordinate monthly staff training workshops, provide daily staff coaching, and ensure all staff have met the required number of training hours.
- Participate in all staff trainings and activities, including regular coaching sessions with the Site Director. All staff must complete a minimum of 20 hours of online and in-person OCFS-approved training per year
- Participate in weekly team meetings with the Director of School Programs and Director of Programs
- Attend weekly morning administrative 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
- Minimum of 1 year in a supervisory role leading a team in a youth development program
- Knowledge of NYS SACC policies and compliance
- Education and/or work experience in education, child development, social work, psychology, environmental science, environmental education, and/or related field
- Ability to motivate staff, identify opportunities for growth, and provide constructive feedback
- High level of interpersonal and communication skills, written and verbal
- CPR/First Aid Certification preferred

**Compensation:** \$18.00 - \$20.00/hour

**Mandatory Pre-Service Training Dates:** Tuesday, September 3 – Friday, September 6

**Program Dates:** Monday September 9, 2019 – Friday June 19, 2020

Programs typically 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 does require additional weekly hours outside of regular program times.