

# HARLEM RBI

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***Harlem RBI is a private, non-profit organization located in East Harlem, New York. Its mission is to use baseball, softball, and the power of teams to provide inner city youth with opportunities to play, to learn and to grow, inspiring them to recognize their potential and realize their dreams.***

## **JOB POSTING: YOUTH DEVELOPMENT PROGRAM IN EAST HARLEM, NY, OFFERS SENIOR PROGRAM COORDINATOR POSITION**

Harlem RBI is seeking a dynamic, motivated individual to serve as a full-time Senior Program Coordinator for an innovative youth development organization in East Harlem, New York. The Senior Program Coordinator's primary responsibility will be to develop and implement the career readiness component of the DreamWorks Program for youth, ages 8-18. DreamWorks offers career awareness activities, job skills training and one on one advisement to youth, and ultimately helps them to cultivate the tools and support necessary to get and maintain externships through our placement program. Successful candidates must have a commitment to work from a strength based, youth development perspective.

Harlem RBI is a comprehensive program that works with youth for multiple years to promote positive futures. Our goal is to support youth as they create their own success. Programming is intentionally designed and scaffolded so that youth who complete our program are motivated to graduate from high school and matriculate to college, be work ready, active citizens, cultivate positive relationships with peers and adults, and maintain a lifestyle that promotes physical, mental and emotional health.

### **Primary Responsibilities:**

- Expose youth and families to a variety of fields and career options
- Create and facilitate year round career awareness and prep curriculum in weekly sessions for high school juniors and seniors
- Provide one on one advisement and support for high school juniors and seniors placed in corporate externships through our program
- Plan and implement program activities and special events that incorporate youth development principles and inspire and motivate youth ages 8-18 to explore various career paths including career fairs, shadowing days, company visits, visiting speakers and monthly career readiness workshops (3<sup>rd</sup> through 10<sup>th</sup> grade youth)
- Develop and maintain partnerships with employers and mentors hosting youth through our externship program
- Coach youth to envision a positive future and set life goals that reflect a positive value system
- Build positive relationships with youth and create an empowering environment where youth contribute to program goals
- Engage youth's families to support positive outcomes for youth
- Collaborate with colleagues to promote culture of college preparation and career exploration, and to address youth social, emotional, and health issues
- Collaborate with Program Team to share learning, compare approaches, and develop new program ideas

### **Qualifications/Requirements:**

- Bachelor's Degree
- 3 years experience working with teenagers in a youth development setting with demonstrated success in curriculum design and program development
- Excellent facilitation, listening, and presentation skills
- Organizational skills and attention to detail
- Be a flexible, skilled problem-solver and self-starter
- Excellent planning and writing skills
- Bilingual in English/Spanish helpful
- Creativity and a sense of humor
- Knowledge of baseball/softball helpful
- Requires some evening and weekend hours

### **Harlem RBI is an equal opportunity employer.**

The program offers a competitive compensation package. Applicants should email their resume and cover letter to: [workingwithteens@harlemrbi.org](mailto:workingwithteens@harlemrbi.org). Please specify "Senior Program Coordinator" in the subject line of your email.

**Cover letters should address why the applicant is interested in working with Harlem RBI as well as the relative skills and experiences that the applicant will contribute to a successful program.**

Applicant materials may also be faxed to: 212/722-1862 (attn: Team Enrichment Program Director).

For more information about Harlem RBI visit us on the web at [WWW.HARLEMRBI.ORG](http://WWW.HARLEMRBI.ORG)