

Job Announcement Youth Career Development-Field Specialist (Part-Time)

The After-School Corporation (TASC) is a nonprofit organization established through a challenge grant from the Open Society Institute in 1998. Its mission is to enhance the quality, availability and sustainability of after-school programs in New York and beyond, with the goal of making after-school a public responsibility. TASC funds, monitors, evaluates and supports after-school programs in New York City. It works with local and national partners to build high quality, sustainable after-school systems in New York and beyond.

The Program Division's Youth Career Development (YCD) team seeks 3 part-time Field Specialists.

The goal of TASC's HS programs is to provide employment, training, and support to hundreds of low-income New York City teens working directly with children in day camps, recreation programs, Beacons, and other out-of-school time programs. Through extensive direct contact with both youth employees and adult supervisory staff, Field Specialists will have a unique opportunity to collaborate with a wide-range of high quality youth-serving organizations. Field Specialists will also gain exposure to many facets of a large-scale citywide jobs initiative, including program administration, site monitoring, youth training, youth mentoring, and overall program support.

Responsibilities:

- Visit multiple work sites on a weekly basis to ensure that youth employees are engaged in appropriate work and are being properly supervised
- Provide youth with opportunities to develop as mentors and role models
- Meet with youth employees (individually and in groups) and supervisors to trouble-shoot, address administrative questions, and generally strengthen the relationship between work sites and TASC
- Provide support to the YCD Team in preparing training delivery for over 20 hours of training and workshops
- Complete program-related administrative and planning duties, including review of youth employee attendance, placement of youth at work sites, monitoring and documenting activities
- Provide Program Officer and Program Director, YCD with verbal and written program updates and assessments on a weekly basis

Qualifications:

- Bachelor's degree and 3 years of relevant experience
- Available 20 hours per week, Monday-Friday and occasional Saturdays and holidays.
- Experience working with adolescents or young adults required
- Experience serving as a mentor or role model preferred
- Ability to work as part of a team and to communicate effectively and respectfully with a broad range of stakeholders
- Strong organizational and writing skills and knowledge of Microsoft Word and Excel
- Some post-secondary education required (or high school diploma or GED, plus 2 – 3 years work experience)
- Willingness to travel throughout New York City using public transportation

Please send a cover letter and resume to:

The After-School Corporation
RE: YCD Field Specialist
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: employment@tascorp.org
Subject Header: *YCD Field Specialist*

Posted: 08-22-08

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.
TASC is an Equal Opportunity Employer

1440 Broadway, 16th Floor New York, NY 10018 (646) 943-8700 PHONE (646) 943-8800 FAX www.tascorp.org WEB