

New City Neighbors High School & Intern Director Position Description

Organization Information: New City Neighbors is a Christian, faith based community development organization in the Creston Neighborhood of Grand Rapids. Working with a diverse population of youth from 1st- 12th grade, our mission is to empower youth to reach their full potential.

Job Purpose: The High School & Intern Director will develop and implement new programming that will specifically support high school youth employees and young adult interns. This includes hands on support of high school staff and interns working in all of New City Neighbors programs: New City Urban Farm, New City Cafe, New City Afterschool, and New City Breaktime.

Primary Duties and Responsibilities: The High School & Intern Director performs a wide range of duties including some or all of the following:

Supervise and support high school and intern staff

- Work alongside high school staff and interns in each of the following programs: New City Farm, New City Bakery, New City Cafe, New City Breaktime, and New City Afterschool. Provide program support while focusing on coaching and mentoring student staff and interns in their roles.
- Develop and coordinate student staff and intern evaluations throughout the year, alongside alongside Program Director, Farm Director, and Kitchen Director.
- Coordinate the recruitment, interviewing, and hiring of high school staff members alongside Program Director, Farm Director, and Kitchen Director.
- Develop and oversee the orientation and training of all high school staff and interns alongside Program Director, Farm Director, and Kitchen Director.
- Ensure all paperwork for student and intern employment is completed.
- Ensure that all student staff and interns over 18 years of age have completed a background check.
- Oversee the collection and maintenance of records on students and employees in the program for statistical purposes and reporting.
- Supervise student hours and timesheet records and report to bookkeeper for payroll.

Curriculum development and implementation

- Develop and implement faith integrated curriculum for high school staff that focuses on leadership, anti-racism, teamwork, asset-based community development, and project development.
- Develop job skill training that can be used at all levels of the organization (work alongside other staff to integrate into elementary, middle, and high school programs).
- Integrate restorative circle practices into high school and intern programming.
- Work alongside Kitchen Director to plan regularly scheduled community meals with high school staff and interns.
- Work alongside interns and partners (colleges, universities, and etc.) to develop curriculum and supervision that best meets their needs.

Reporting and evaluation

- Develop and implement long-term goals and objectives to achieve the successful outcome of curriculum and programs.
- Develop a program evaluation framework to assess the strengths of the programs and to identify areas for improvement. Write reports on programs to share with the Executive Director, the Board, and funders. Recommend changes to enhance the program, as appropriate.

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- Ensure that programs operate within the approved budget and manage all program funds according to established accounting policies and procedures.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Identify potential donors and grants that will help support the mission of New City Neighbors

Additional responsibilities

- Collaborate with neighborhood partners such as the local high schools.
- Collaborate and build partnerships with other organizations for curriculum and training.
- Develop an annual budget and operating plan to support high school and intern programs.
- In collaboration with the Executive Director, develop funding proposals for the programs to ensure program sustainability.
- Communicate with students, parents, Program Director, Farm Director and Kitchen Director to gain community support for the program and to solicit input to improve the program.
- Liaise with other Directors to ensure effective and efficient program delivery.
- Attend and participate in regular staff meetings and professional development opportunities and training.

Qualifications

- Christian faith that fully supports and identifies with the mission and vision of the organization: <http://newcityneighbors.org/mission-values/>
- Passion for high school youth and young adults
- 3 to 5 years experience working with a diversity of youth and/or community development in urban neighborhoods
- Experience in Education, Social Work, Human Resources, or related field preferred
- Demonstrated cross-cultural competency and experience in diverse environments
- A commitment to anti-racism
- Knowledge and understanding of community based ministries
- Knowledge of the Creston neighborhood considered an asset
- Ability to develop and lead new programs and systems
- Ability to develop relationships with parents as well as staff and volunteers
- Ability to develop relationships with partner organizations (schools, churches, and etc.)
- Understanding of or willingness to learn about Restorative Circle Practices, asset-based development, and Christian Community Development Association principles
- Proficiency in the use of computers for word processing, simple accounting, databases, spreadsheets, E-mail, and internet.

Compensation: This is a full-time salaried position with benefits.

Interested applicants should submit a resume and cover letter to Alaina Dobkowski, Executive Director: alainad@newcityneighbors.org