

Job Announcement Consultant, Trainer for TASC High School Programs

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 Programs division is seeking dynamic and experienced youth workers, educators and trainers to facilitate training workshops for high school age youth participating in TASC High School initiatives. TASC training modules cover topics such as team building, working with children, professionalism, and career and college readiness. These trainings are held at various locations throughout New York City and take place on Saturdays and school holidays.

Responsibilities:

- Facilitate interactive training workshops for high school students participating in TASC High School initiatives
- Collaborate with TASC staff on the preparation and delivery of training workshops
- Engage workshop participants through a variety of facilitation techniques
- Review and prepare all training materials, supplies and visual aides prior to workshop
- Adapt workshops in "real time" based on student and staff needs, as well as time and space constraints
- Support TASC staff in classroom management and group transitions
- Attend mandatory prep and debriefing sessions before and after each training workshop
- Respond to requests and feedback from TASC Program Coordinators and Curriculum & Training Manager
- Complete and submit TASC Training Workshop Evaluation template within five days of each training workshop

Qualifications:

- Ability to work Saturdays and school holidays
- At least two years of previous facilitation experience with high school age youth
- Background in classroom/group management, mediation or conflict resolution
- Excellent organizational and time management skills
- Exemplary interpersonal and oral skills
- Flexibility and creativity; ability to recognize and respond to student and staff needs
- Must be comfortable working in a range of settings, including CBOs, universities and high schools
- Ability to work independently and as part of a team
- Willingness to travel to various training locations throughout NYC
- B.A. required, M.A. preferred

Please send a cover letter and resume to:

The After-School Corporation
RE: High School Trainer
1440 Broadway, 16th Floor
New York, New York 10018

Or e-mail to: cityscholars@tascorp.org
Subject Header: *High School Trainer*

Posted: 12-28-07

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

TASC is an Equal Opportunity Employer