



ARC (Academic Resource Center) Coordinator

Organization Description

New Heights is a non-profit educational organization based in New York City. Our mission is to “inspire promising inner city youth to be leaders, champions and student-athletes and empower them to succeed in high school, college and life.” Our organization was built on the belief that all youth can learn, achieve success, and become positive and productive members of their communities.

Organizational Background

New Heights was founded in September 2001 under the umbrella of the Children’s Aid Society (CAS), New York City’s largest and oldest family and youth service agency. We recently spun off from CAS and currently operate under our own management and operating structures. In January 2005, we completed our first Strategic Plan, which serves as an organizational roadmap for the next three years. New Heights is at an exciting and critical juncture. As an independent organization, we are faced with the challenge of building organizational and program infrastructure. In the upcoming years, we plan to expand our staff, strengthen our services to kids and families and build program strength and viability.

ARC Coordinator

In the ARC (Academic Resource Center) Coordinator, we are looking for a smart, dynamic leader who can develop and implement academic content for middle school students in an afterschool and Saturday setting. New Heights runs one core program – College Bound – which includes athletic and academic components, including ARC. The ARC Coordinator will work with the Program Director and Education Coordinator to design and implement the :

- **Academic Resource Center (ARC)** – prior to basketball practice, students attend ARC, where fundamental academic and study skills are developed and tutoring and homework help are offered. Math and literacy instruction are the primary focus, with individual and small group tutoring for subject specific needs.

Primary Responsibilities

- Work collaboratively with New Heights staff to develop and implement an innovative afterschool curriculum, focusing primarily on math and literacy content.
- Serve as instructional leader for the ARC program, engaging middle school students in educational activities and projects.
- Manage New Heights part-time teaching staff and volunteer.
- Coordinate academic plan to ensure a high-quality experience for each participant.
- Support program evaluation and reporting.
- Manage and maintaining supplies and equipment necessary for safe and enriching programming.

Additional Qualifications

- Passion to help bring educational opportunity to youth and families from poor communities in NYC
- A deep understanding and personal experience with the relationship between academic engagement and athletic participation
- At least three years experience in a teaching and coaching and/or managerial capacity in an urban school or organization that provides direct services to inner city youth
- Exceptional leadership and relationship-building skills
- Bilingual (English & Spanish) desirable

- Excellent organization and written and oral communication skills
- Highly positive and enthusiastic style - capable of motivating others
- Ability to thrive in a small, intense, fast-paced, start-up environment that emphasizes teamwork and collective responsibility

Salary:

Hourly rate – \$20-25 / Commensurate with experience

Hours:

Part-Time – Mon.-Fri. 4-7pm
Sat. 10am-2pm

How to Apply:

Please send cover letter, resume and salary requirements to: jobs@newheightsnyc.org. In the subject line, please indicate "ARC Coordinator."

- New Heights Youth, Inc is an equal opportunity employer.