

Position: SLP Director

Reports to: Director of Programs and Strategy

Specific responsibilities of this position are as follows:

1) Directing the Summer Leadership Program year-round:

School-year planning:

- **Program planning and development.** Plan effectively for SLP, building on past work and evaluations. Hire, train, supervise and support summer staff. Recruit and onboard youth leaders. Program Director coordinates efforts of all program components including program design and framework, leadership and social justice knowledge curriculum development, outreach, staffing and organizing development
- **Design and develop program structure and curriculum.** Evaluate SLP 2022 structure and program impact, including affinity work. Bring together stakeholders to engage in this evaluation process. Redesign program structure and update curriculum for SLP 2023.
- **Maintain community and organizational partnerships.** Communicate with summer program partners, including recruiting new partners, sharing key internship information, developing partnership documents. Manage and engage funding partnerships as needed, including with the Department of Youth Engagement and Employment. Work to ensure effective recruitment of tuition-paying SLP participants.

Directing in the summer:

- **Supporting, training, managing and supervising staff.** Develop and facilitate staff trainings and staff meetings. Supervise staff 1:1 through development of growth plans, supporting staff development and holding accountability processes with staff as needed.
- **Implementing a youth development framework.** Work directly with young people and supervise staff who are teaching and supporting youth leaders on a daily basis. All staff must be trained and supported in a youth development framework.
- **Racial and social justice facilitation and teaching.** Plan and run effective programming for youth and adults, coaching staff and youth leaders to do the same.
- **Maintain a comprehensive evaluation system.** Coordinate and implement evaluation systems for SLP.

2) Co-coordinating the Social Justice Leadership Institute:

- **Coordinating SJLI Retreats:** Securing partnerships with independent schools to host 2-3 high-quality racial and social justice retreats annually. Hiring and training staff teams to implement retreats.

3) Strategic support for and engagement with other City School programs:

- **Supporting Pathways to Change:** Alongside Pathways to Change Director, helping to plan and facilitate program sessions (~2x a week) for the school-year Pathways to Change program, and provide individual coaching for 1-2 program participants. Engaging in weekly program staff meetings with other program staff.
- **Engaging in professional and leadership development, strategic visioning and planning work:** Engaging in Ella Baker Fellowship for further development. Participating in City School's strategic planning conversations and sessions.

4) Supporting overall health and sustainability of the organization: As a year-round, salaried staff member, this position will have other roles and responsibilities shared with other City School full-time staff, including:

- Facilitating (on a rotation) weekly staff meetings and program staff meetings and engaging in semi-annual staff retreats
- Participating and leading in coalition work, including the Unnamed Youth Coalition - Supporting with organization-wide events and fundraising efforts, including Celebrating Change
- Supporting with other fundraising efforts, including providing information for grants and/or participating in occasional site visits with funders

Qualifications:

- **Organization/Leadership** – Ability to manage multiple tasks daily including supporting staff with fast-paced programming through the variety of issues that emerge. Comfort in a leadership role and supporting others’ leadership development is key to this position.
- **Communication** - Strong verbal and written communication skills and being highly organized are key to this position. This staff member will work with youth, families and community partners throughout the year.
- **Program Management** – This position requires experience in curriculum development, and program planning and management. This position will oversee planning, implementation and evaluation throughout the year.
- **Knowledge of youth development work**– Experience working with young people from across race and class backgrounds in multiple roles (as leaders and staff as well as program participants) and knowledge of youth development models.
- **Experience in and commitment to racial and social justice work** - Including a strong analysis of racial, gender, economic, queer and disability justice, as well as a commitment to growing self and training youth and staff around topics like collective care, transformative justice and community organizing.
- **Supervision and staff support** –Experience supervising young adult and adult staff, includes supervision, training, and staff support, is preferred.
- **Teaching and facilitation** – Past classroom or community workshop facilitation experience, with particular focus on justice-oriented and youth-led social justice environments, is expected. This position will facilitate staff meetings, run workshops & large community meetings.
- **Personal Characteristics** – Characteristics important in this job: demonstrated commitment to racial, gender, economic, queer and disability justice, youth organizing and broader youth movement-building; humor, confidence, collaborative and firm leadership skills; relational and developmental approach; flexibility; openness to learning and change; and appreciation of working with young people, peers, families, and other community members; ability to work independently and manage multiple projects effectively; outstanding creative thinking and problem-solving skills.

Position Details: The SLP Director position is a year-round staff and salaried position, with expectations of 32 hours a week for a salary of \$40,000, as well as health insurance and benefits. Salary may be negotiable depending on experience. The SLP Director will receive weekly

supervision, an annual evaluation, and significant leadership development, training and support.

To Apply: Please send a resumé and cover letter explaining your interest and vision for the position to [hiring@thecityschool.org](mailto: hiring@thecityschool.org). If you have additional questions, please feel free to contact Amatullah Mervin, Executive Director ([amatullah@thecityschool.org](mailto: amatullah@thecityschool.org)) and Tara Venkatraman, Director of Programs and Strategy ([tara@thecityschool.org](mailto: tara@thecityschool.org)) directly.

Our new (as of 10/15/22) deadline is October 30th, 2022; applications will be accepted on a rolling basis beyond that time until the position is filled.