

THE MARLENE MEYERSON JCC MANHATTAN POSITION DESCRIPTION

Job Title: Onsite Coordinator, The Koopersmith Family Literacy + Math Program
Department: Joseph Stern Center for Social Responsibility
Reports To: Director, The Koopersmith Family Literacy + Math Program
FLSA Status: Non-exempt
Date: September 6, 2023

Job Overview:

At the Marlene Meyerson JCC Manhattan, we are committed to building a more just, inclusive and equitable world. Through our Joseph Stern Center for Social Responsibility (CSR), we partner with local nonprofits, synagogues, schools, and government officials to address social justice issues using strategies that include volunteer engagement, public education, resource sharing, coalition building and advocacy.

The Onsite Coordinator is responsible for managing on-the-ground operations of our longstanding Koopersmith Family Literacy + Math Program at 1-2 of our school-based sites – coordinating volunteer tutors, overseeing arrival and dismissal for students, and supporting the logistics of a Program which has been combating educational inequities and working to close the opportunity gap for public school children in New York City for over 25 years.

The Ideal Candidate Will Possess:

- Passion and a commitment to build a better world through social justice, equity, and education.
- Kindness, tact, and good judgment, with a warm and friendly disposition in external-facing roles.
- An optimistic and can-do perspective with the ability to prioritize multiple tasks.
- Enthusiasm for working with children and supporting diverse teams of volunteers, educators and families.
- Imagination and conviction to solve problems creatively in dynamic environments.
- Flexibility and ability to work well both independently and collaboratively with attention to detail.

Responsibilities and Duties:

1. Manage on-the-ground operations at school-based sites.
 - Develop an understanding of the Koopersmith Family Literacy + Math Program goals.
 - Capture and organize key data including attendance, academic updates, and feedback.
 - Strategically coordinate volunteer and student logistics during after school hours.
 - Field partner and stakeholder questions and ideas constructively.
2. Manage, implement, and assist in the creation of key Program procedures.
 - Leverage data collected onsite to assist Program and Department leadership in the creation, development, and refinement of key procedures as the Program grows.
 - Oversee and co-create logistically efficient procedures to meet community needs.
 - Implement systems and procedures that ensure Program-wide operational excellence, including systems for tutor and student attendance, tutor materials access, and dismissal.

3. Create and foster a positive sense of community.
 - Work closely with Koopersmith Family Literacy + Math Program Director, CSR Community Engagement Manager, and onsite stakeholders – elevating high-impact on-the-ground observations, sharing ideas and questions, and problem-solving creatively as challenges arise.
 - Build positive relationships with students,volunteers, community members, and JCC staff and partners.

Qualifications:

- Minimum 1 year of experience working with children ages 5-10.
- Enthusiasm for working with children and fostering positive relationships with students and other stakeholders, including teachers, volunteer tutors, school administrators, and students' families.
- Track record of dependability, commitment, and a solutions-oriented mindset.
- Excellent verbal communication skills.
- Able to travel to the Upper West Side for 2.5 hours a day, up to 4 days a week.
- Able to walk up and down stairs and lift and carry boxes containing snacks and materials.

Pay Range: \$25/hr for 2.5 hours a day, up to 4 days a week from October 10 - May 16

Location and Commitments: This role requires a commitment to remain at site until all students have been dismissed, including some evenings. This role requires travel to our partner schools on the Upper West Side 4 days a week from 3pm-5:30pm.

If you are not accessing this listing on our company site, <http://mmjccm.org>, please submit a cover letter and resume through this link: <https://jccmanhattan.isolvedhire.com/jobs/920809-45080.html>.

To apply through our company site, please fill out the fields below and click "Apply Now" to upload your resume and cover letter.

Diversity is a core value of The Marlene Meyerson JCC Manhattan. Building an inclusive, high-performing team that is diverse across lines of personal identity is integral to our success and we are proud to be an equal opportunity employer. We actively strive and evolve to develop and maintain workspaces that are fully inclusive.