



The Brotherhood Sister Sol

Job Description: ASPE Facilitator

July 2021

About The Brotherhood Sister Sol (BroSis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity and community to build the future they want to see. By educating, organizing and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, The William R. Kenan Charitable Trust, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has 32 full-time staff, serves thousands throughout New York City, and has a \$8.5 million dollar operating budget. In addition, we are working to complete an approximately \$22 million capital campaign to fund construction of our new home, which is scheduled for completion in September of 2021. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The ASPE Facilitator will be responsible for curriculum development and workshop facilitation. Support our members with arts enrichment, tutoring, recreation, and one-on-one mentorship and guidance. The ideal candidate will be a dynamic leader of children's programming and have experience creating and running culturally relevant and enriching experiences. This position reports to the Director of Programming.

RESPONSIBILITIES

- Plan, prepare, implement, and evaluate activities for elementary school age youth.
- Ensure the safety of participants by providing adequate supervision of all elementary youth.
- Lead the set-up, cleanup, and organization of rooms and activity centers for program each day.

- Create and maintain a welcoming and supportive classroom environment. Rotate activities regularly.
- Model positive behavior, clear expectations and holding members accountable to the culture of the program and the larger community.
- Encourage positive self esteem; promote and reinforce BroSis themes of, *Community, knowledge, Positivity and Future*
- Be sensitive to issues members face, and work with the team to identify needs and solutions for situations as they arise.
- Prepare and serve nutritious snacks and meals; lead youth in clean up
- Develop strong positive relationships with youth and their families.
- Help create and distribute program materials to families, notices of program activities/events, and registration forms. Promote all events with youth and families.
- Support regular communication with parents and caregivers about needs and progress of program participants. Identify and address issues with parents and create support plans.
- Lead cooperative work with community partners and volunteers to facilitate activities and special events.
- Coordinate afterschool and summer program enrollment. Support families in completing required registration materials.
- Monitor daily attendance, follow tracking procedures, and maintain weekly records
- Co-Facilitate annual Summer Day Camp
- Prepared to make at least a 3-year commitment

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- Bachelor's Degree preferred; at minimum three years' experience working in an elementary aged youth development program.
- Excellent communication skills
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Knowledge of and experience with behavior guidance and restorative justice language and techniques.
- Mature attitude, creativity, resourcefulness, and a positive role model for youth.
- Understanding and appreciation of racially/ethnically diverse populations.
- Excellent communication skills.

BENEFITS: At the Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks' vacation in addition to personal days, paid holidays and office closure during Winter Break.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our

community is paramount - **we have instituted a policy that all staff must be fully vaccinated by the start date of this position - September 7th.** If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

APPLY: Email resume and detailed cover letter to resume@brotherhood-sistersol.org