



Chinatown Youth Initiatives

• P.O. Box 130329 • New York, NY • 10013 •
• <http://www.cyinyc.org> •

The mission of **Chinatown Youth Initiatives** (CYI) is to empower New York City youth with the knowledge and skills necessary to address the needs of Chinatowns, Asian Americans, and other underrepresented communities. By providing a safe and supportive environment, CYI works to build a legacy of young leaders by strengthening awareness of community issues through project initiatives. The **Summer Leadership Institute** (SLI) of CYI consists of a series of weekly workshops, in which high school youth engage in exploratory activities and discussions. These workshops aim to facilitate identity and leadership development, as well as to enhance awareness of issues affecting underrepresented communities.

Summer Coordinator – Job Description *Summer Leadership Institute*

Job Title: Summer Coordinator (Volunteer)
Reports To: Senior Coordinator, Program Advisors, and Board of Directors
Term: Two Summers (2010 & 2011)

Responsibilities:

- Serve as point person and representative for Summer Leadership Institute and Chinatown Youth Initiatives at press conferences, meetings with community organizations, etc.
- Oversee all aspects of program administration, including, but not limited to: calling meetings, setting deadlines for projects, coordinating guest speakers, spearheading recruitment efforts, and coordinating community projects
- Work with Treasurer to create budget proposal and keep track of program expenses.
- Work with Senior Coordinator to provide training to facilitation team.
- Serve as positive role model and mentor to high school youth.
- Facilitate youth workshops around sociopolitical issues.
- Work with team of staff to ensure that participants have a safe and enriching experience.
- Work with facilitation team to develop curricula and workshop materials.
- Maintain active and consistent communication with co-coordinator, facilitators, participants, and Board Members.
- Organize and attend all staff meetings and trainings, in addition to workshops and special events.

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives.
 - Prior experience with the Summer Leadership Institute, or with similar programs or organizations.
 - Familiarity with history of and issues facing Asian and Asian American communities.
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- Availability to coordinate Summer Leadership Institute for *two consecutive summers*.
 - Some college experience or rising senior in high school.
 - Commitment to youth leadership development, education, Asian American issues, and/or nonprofit work.
 - Ability to relate to young people from diverse backgrounds.
 - Experience with curriculum development a plus.
 - Friendly, patient, open-minded, flexible, creative, energetic, enthusiastic, punctual, team player, committed to personal excellence.
 - Strong project management, public speaking, facilitation, and organizational skills.
 - Willingness to work in an intense start-up environment and availability to put in long hours as work demands.

Additional information:

- If chosen to be Summer Coordinator, you will be required to attend a two-day staff training prior to the start of the summer.
- You may apply for facilitator and coordinator in one application, but please state clearly that you are applying for both positions and personalize your cover letter for both.
- Upon receipt of application, you will be contacted for a phone or in-person interview.

Cover Letter Suggested Topics:

- Why do you want to be a Summer Coordinator?
- Why do you think you're suited to be a Summer Coordinator?
- Talk about one issue affecting the Asian American community, Chinatown and/or other underrepresented communities that you are passionate about. Why is it important?
- How would you create discussion around the issue you've chosen with high school students?
- Why do you feel that programs like the Summer Leadership Institute are important?
- What are some personal goals for the program that you might have as a Summer Coordinator?
- If you have previously worked with SLI as a staff member, other topics to consider are:
 - o What were some challenges and successes that you encountered in your experience?
 - o How would you incorporate your experience from previous years into improving/changing the program this year?
 - o What are your personal goals for being in the program again?

Please send your resume and a cover letter to

apply@cyinyc.org

by

Sunday, February 21st, 2010 – 11:59pm EST
