



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 Facilitator (Volunteer)
Reports To: Program Coordinators, Program Advisors, and Board of Directors
Term: One Summer (2010)

Responsibilities:

- Facilitate youth workshops around sociopolitical issues.
- Serve as positive role model and mentor to youth participants.
- Maintain consistent communication with participants in assigned small group.
- Organize informal hangouts for assigned small group.
- Work with facilitation team to develop curricula and workshop materials.
- Maintain active and consistent communication program coordinators and fellow facilitators.
- Coordinate additional community projects (e.g., Chinatown Beautification Day).
- Work with team of staff to ensure that participants have a safe and enriching experience.
- Attend all staff meetings and trainings, in addition to workshops and special events.

Qualifications:

- Commitment to the mission and goals of Chinatown Youth Initiatives.
 - Familiarity with history of and issues facing Asian and Asian American communities.
 - 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.
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- 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 Facilitator, 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.
- If you apply to be a Facilitator, you may be asked to take on the position of a Junior Facilitator, whose duties include: attending staff meetings, contributing to curricular planning, figuring out the logistics of lunch for every session, facilitating Icebreakers and social events.
- If you want to apply for the position of Junior Facilitator, you must apply as a Facilitator.

Cover Letter Suggested Topics:

- Why do you want to be a Summer Facilitator?
- Why do you think you're suited to be a Summer Facilitator?
- 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?
- 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
