City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $60,000-$70,000 **Frequency:** ANNUAL
Business Title: Program Coordinator (Adolescents & Young Adults)	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	**Number of Positions:** 1
Job ID: 219153	**Hours/Shift:** 11am-7pm with one weekend day

Job Description

The New York City Department of Correction has a unique opportunity for a candidate to serve as a Program Coordinator. Under the direction of the Assistant Commissioner for Program Operations the selected candidate will serve as a program coordinator focused on the coordination and administration of age appropriate programming. The incumbent will actively develop programming including but not limited to reentry, life skills, arts, and recreational activities for adolescent and young adult populations. Typical duties for this position will include but is not limited to:

- Developing age appropriate programming and engagement strategies for the adolescent and young adult population in 5 facilities; and building the Department's capacity to provide programming;
- Assisting with the development of strategies as well as short and long term goals related to the expansion of programming;
- Developing, implementing, coordinating, and monitoring various types of programming for the target populations;
- Formulating audit protocols; preparing for, and performing audits and/or site observations; compiling data; and developing reports to summarize findings;
- Developing programming schedules and assisting with the development of protocols to assist with tracking compliance;
- Actively recruiting, engaging, and sustaining partnerships with volunteers, agencies, nonprofits, and educational institutions etc. to further expand programming efforts;
- Providing oversight of recruitment and orientation processes aimed to increase optimal participation in programming;
- Maintaining existing and new partnerships with volunteers, agencies, nonprofits, and educational institutions etc. to further expand programming efforts;
- Coordinating and facilitating programs in conjunction with Wardens , Deputy Wardens and all other relevant staff;
- Maintaining data and files on inmate participation, community partnerships, and programming efforts;
- Conducting and attending meetings with facility staff and all relevant parties;
- Utilizing data to evaluate, modify and improve programming efforts;
- Conducting needs assessments and/ or surveys with the inmate population and correctional staff to identify facility needs, equipment, incentives, programs etc.;
- Assisting with the quality assurance and monitoring of programs to ensure compliance with newly developed standards;
- Seeking funding opportunities for expansion and complying with all grant reporting and tracking requirements, as required by foundation/donors and other entities;
- Developing recommendations to maximize program participation for target populations;
- Serving as the liaison with various agencies and service providers;
- Preparing reports and presentation materials for briefings with external and internal stakeholders; assisting with special projects when necessary;
- Performing related duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Experience in the creative arts field; Experience working with criminal justice involved populations including but not limited to individuals in correctional settings; Proficient knowledge in best practices related to juvenile justice and at risk populations;
Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills; Experience with developing programs for individuals within correctional settings; Proficient knowledge of Microsoft Office Software, specifically Word, Excel and PowerPoint; Knowledge of fundraising; Experience with proposal writing and institutional donors; Knowledge of basic fundraising techniques and strategies; Knowledge and familiarity with research techniques for fundraising prospect research; Candidates who possess a Master's degree in fine arts, law, criminal justice, criminology, psychology, and other related fields is a plus.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **219153**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **219153**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 4/25/16	**Post Until:** 6/20/16

The City of New York and The Department of Correction are Equal Opportunity Employers