



YOUTH PROGRAM COORDINATOR / LEAD FACILITATOR

Cottonwood NYC, located in Greenpoint, Brooklyn is looking for a dynamic educator to join our team! Cottonwood is currently accepting applications for a Youth Program Coordinator to facilitate and lead our Center's youth programming including our full-day program of learners aged 6 - 13 years, after school, and summer camp programs.

Monday through Thursday this coordinator will support learners as they develop skills, identify and work on projects, and develop autonomy over their education in our full-day program. Cottonwood spends each Friday "in the field" experiencing and engaging with the world around us. The Youth Program Coordinator will be responsible for planning (with learner support as often as possible), coordinating, and leading learners on these weekly Field Days.

The Youth Program Coordinator will work with the director's for the remainder of the 2022-2023 program year with the expectation that by July of 2023, this position is actively leading all aspects of the full-day program. The Youth Program Coordinator will also support the agile after school program and facilitate Cottonwood's summer camps.

This position will be great for you if you genuinely love to be in community with tiny humans and are masterful at following their lead. If you find yourself making adventure out of the mundane and celebrating all the tiny wins, this job is for you and we look forward to hearing from you!

This position pays \$18-24 per hour depending on experience.

WHAT IS COTTONWOOD?

Play hard, with intention!

Cottonwood is a space of curiosity, play, trust, respect, equity, and autonomy. We celebrate the individuality of everyone's learning journey by creating a mixed-age space with the greater mission to build a community through self-directed learning. We do this through our agile after-school program, adult and organizational programming, community center events, mission-related space rental, and summer camps. We serve and connect two communities: Helena, MT, and Brooklyn, NY.

We strive to create an environment that is positive and attentive to the whole human. By keeping our class size small, we work to empower individual learners to approach their life with agency and broaden their horizons to identify possibilities based on their unique interests and strengths. Learners and staff alike come to Cottonwood because they seek a place where they can thrive.

Learning happens everywhere! We intentionally located our educational spaces in places where our cultural and natural landscapes are as much a part of our classroom as the interior spaces of our buildings. As a result, Cottonwood learners can be found interacting with their community every day and helping to create meaningful engagement and connections.

FACILITATOR EXPECTATIONS

In Cottonwood Space

Hold space: Act as a model, space-holder, and mentor to learners in a self-directed learning environment and in intentional culture creation. Facilitators need to be grounded in the perspective of trusting children and committed to fostering curiosity and individual empowerment. Facilitators may be asked to lead check-ins, start and end-of-day reflections, and mediation between learners.

Assist and support activities: Observe and assist during full-day programming with other facilitators.

Collaborate: Actively co-create and engage with staff and learners to develop tools and practices that support positive culture creation based on trust, communication, and the practical needs of learners.

Communicate: Have reliable, honest, and open communication with staff, learners, and parents.

Co-ordinate and chaperone: Help in planning and coordinating field trips and/or daily adventures.

Maintain the space: Help in preparing the space for learners and oversee that it is being taken care of by all.

Be prepared and resourceful: Complete orientation training prior to your arrival. Be open and flexible to any shifts that may arise in your time here.

Beyond the Learning Space

Communicate reminders and updates on Cottonwood activities.

Maintain consistent documentation of the program via photos, videos, etc. and communicate occasionally with parents and staff.

To learn more about Cottonwood NYC visit : cottonwoodnyc.org/education

To learn more and apply for this position visit: cottonwoodnyc.org/employment