PSF Intergenerational Literacy Pilot Program

Program Coordinator

The Opportunity

The Presentation School Foundation enhances a vibrant community through enriching social, educational, and cultural opportunities for families and individuals of all ages in the Allston-Brighton neighborhood of Boston. We are currently seeking to hire a creative, enthusiastic, energetic, and visionary program coordinator for a newly implemented intergenerational literacy program for the community center.

The coordinator will help develop this pilot program through a partnership with FriendshipWorks utilizing a curriculum to facilitate groups of elders and children 1st-3rd grade from the Allston-Brighton community. The Program Coordinator will be responsible for communicating with children’s parents and the elders for registration as well as maintaining ongoing contact with participants, co-facilitating groups, ensuring all participants are engaged in all activities, making sure all materials needed for the program are acquired, maintaining records of all participants, and providing progress reports of the program. We estimate that the group will include approximately 15-20 children and 6-10 elders. The group will convene once a week for approximately two hours, for 6-8 weeks in the fall.

Successful candidates will have some experience working with either children and/or elders, be organized, be skilled at organizing and leading group activities, and have a genuine desire and commitment to provide quality programming that will enhance literacy skills for the children, build a sense of understanding and respect for elders, and decrease elder isolation by creating a space for elders to engage with each other and with children.

Responsibilities:
- Attend one day training for Bridges Together: Our Stories program curriculum
- Contact interested participants for registration
- Oversee and facilitate group sessions for the elders and children
● Maintain regular contact with parents to provide progress reports on children
● Ensure all supplies necessary for each week’s program have been acquired
● Meet regularly with PSF Executive Director and FriendshipWorks Director for supervision
● Maintain records for participants

Desired Skills and Experience
● At least two years of experience working with children and/or elders
● Ability to effectively work independently and as a part of a team
● Excellent organizational, interpersonal, written, and verbal communication skills
● Commitment to working in partnership with PSF and FriendshipWorks to develop the pilot program for the community.
● Experience with non-profit/public service sector a plus

Compensation:
This is a short-term, stipend position. $15 per hour for up to 5-10 hrs/week for the duration of the program.

Program Start Date and Position Schedule:
● The pilot program will launch in April 2018.
● There will be a paid one-day required training (approx. 8 hrs.) in late October/early November 2017.
● The position will begin in January 2018.
● January-February: Up to 5 hours a week
● March-May: Up to 10 hours a week

Apply: Send cover letter and resume to: Bernadette Brewer, Executive Director. breid@psf-inc.org on or before October 6, 2017. No phone calls please.