



Position: Family Trainer - Cantonese or Mandarin
Job Type: **Part-Time:** Saturdays during the school year
Location: New York City
Start Date: August 2011

ABOUT CFY

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement.

To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 30 organizations in 20 states and the District of Columbia. For more information, please visit www.cfy.org.

CFY–NYC Overall Objectives

- Serve close to 9,000 families in 75 partner schools by providing free home learning centers, training, and bi-lingual help desk support.
- Serve close to 5,200 families in 43 partner transfer high schools by providing free laptops, training, and bi-lingual help desk support.
- Provide professional development for partner teachers at each of our partner schools.
- Cultivate CFY Champions at our partner schools and with our partner organizations by providing excellent customer service and high quality programming.
- Maintain a positive team environment that values staff, where all staff performs with excellence at their highest potential.

POSITION DESCRIPTION

CFY **Family Trainers** are responsible for training CFY's families how to effectively use their CFY home learning center to strengthen core academic skills. The focus of the training is on helping parents feel more empowered to help their children do better in school. On training days Family Trainers provide two three-hour workshops, with up to 20 families (over 40 people) per workshop.

CFY provides new Family Trainers with in-depth training prior to being the sole trainer in a workshop. Family Trainers receive ongoing coaching and feedback from CFY Training Coaches in order to ensure high-quality training at all times.

Family Trainers should be able to commit to working one Saturdays per month between October and May (there is often the opportunity to work three Saturdays per month if desired).

The time commitment for Saturday training is approximately eight and a half hours (8:30am – 5:00pm), including prep time, teaching time, and lunch – all of which is paid. CFY partner schools are located in New York City (Brooklyn, Queens, Manhattan, Bronx and Staten Island); training locations vary throughout the year.

KEY RESPONSIBILITIES

CFY Family Trainers are responsible for:

- Providing an engaging presentation of CFY's curriculum.
- Following CFY's curriculum and workshop pacing guide.
- Maintaining control and flow of the workshop classroom at all times.
- Utilizing customer service representatives and volunteers as teaching assistants through active engagement to support and assist families throughout workshop.
- Creating a safe, inviting and motivating classroom environment.
- Ensuring that families leave the workshop
 - Knowing how to set up their computer.
 - Able to use the educational software provided.
 - Ready to improve their home learning environment.
 - Representing CFY in a professional manner at all times.
- Working with CFY staff to continuously improve the CFY curriculum.
- Attend periodic training session in person or by phone.

TO APPLY: Please send a resume and cover letter to jobs_cfy-nyc@cfy.org using the following conventions:

Subject line: NYC Family Trainer

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Your cover letter should answer the following questions:

1. Where did you learn about this position?
2. What makes you an exceptional candidate for this particular position?
3. What experiences have you had working with children and computers?
4. What would you like to gain from this experience?

We will ONLY accept materials via email. Applications will be reviewed on an ongoing basis. Interviews will be held in July. Training will be held in September.

CANDIDATE QUALIFICATIONS

Required:

- Bilingual Cantonese or Mandarin/English
- Passion for CFY's mission
- High School Diploma
- Experience training or teaching in some capacity
- Experience working with low-income communities
- Excellent interpersonal and oral communication skills and high levels of confidence as a public speaker/presenter
- Strong relationship or "people" skills
- Strong problem solving skills & extremely flexible
- Proficiency and comfortable in using basic computer functions, including computer setup, MS Office applications, and the Internet
- Ability to clearly communicate technical information about computer and software use to a non-technical audience
- Availability on Saturdays

Preferred:

- Bachelor's Degree.
- Experience working with public schools and/or districts
- K-12 teaching background

COMPENSATION

- \$20-\$25 per hour, depending on experience and teaching certification.
- Compensation does not include the cost of transportation
- Initial training time is compensated at a flat meeting rate per session
- There may be additional training time required either in person or by phone, and that we compensate for training time at flat rates per session

CFY is an equal opportunity employer and welcomes candidates from diverse backgrounds.