

PREP *for* PREP

Summer Program Coordinator

Organization Summary: Prep for Prep is an education and leadership development program that creates ethical and effective leaders who reflect our diverse society. Prep identifies New York City's most promising students of color, prepares them for success at the nation's top independent schools throughout the Northeast, and supports their academic and personal growth through college graduation. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

Organization Summary: The Summer Program Coordinator assumes overall responsibility for the transportation needs of Preparatory Component Students during the summer session.

Transportation:

- Operate as the point person for Prep families in matters involving transportation: providing various modes of contact. (Respond to parent concerns pertaining to the buses: including but not limited to: bus routes, bus driver conduct, delays due to extreme circumstances, safety, and climate. Coordinate with families who require alternate pick-up/drop-off points.)
- Work in conjunction with the bus company to devise appropriate bus routes.
- Conduct an orientation for all bus drivers who are scheduled to transport Prep for Prep students.
- Attend all Bus/ Transportation meetings prior to the beginning of the Prep for Prep Summer Session.
- Contact all families of second summer students regarding bus routes and pick up times, prior to the first day of the summer session.
- Coordinate transportation for all summer trips in conjunction with other Prep staff.

Recreation:

- Schedule three 2-week rotations of recreation for all Preparatory Component students.
- Coordinate with the faculty to create a variety of offerings for recreation.
- Oversee all Faculty Members who are responsible for supervising recreation.
- In conjunction with the Dean of Students, make sure that all students are accounted for during recreation.
- Coordinate alternative recreational options when extreme conditions exist.

End of Summer Trip:

- End of summer trip is a 3-day trip that takes place in mid-August.
- Contact and communicate with the appropriate personnel at the location of the end of summer trip: operating as the point person.
- Assure that there are a sufficient number of chaperones attending the end of summer trip. Provide chaperones with clear expectations for the entire trip.
- Coordinate the living arrangements of all chaperones and students who are attending the trip.
- Work closely with the kitchen staff to assure that the dietary needs of all who are attending the trip are met: paying close attention to allergies and religious observances.
- Facilitate the departure from New York and from the boarding school of all attendees: determining who will ride on which buses and assuring that all supplies are loaded and taken off of the busses.
- Assure that all spaces needed for the success of the trip are secured. Also secure alternate spaces for outside activities in case of inclement weather.

- Schedule the activities and chaperones for all activities: assuring that there is sufficient supervision.

Requirements:

- BA from competitive college.
- Minimum of 3 years teaching experience at the middle school or high school level.
- Experience supervising logistics and transportation for large groups a must.
- Independent school experience a plus.

How To Apply: Please email a cover letter and resume with the subject line “Summer Program Coordinator” to: personnel@prepforprep.org

Prep for Prep is an equal opportunities employer