

As we like to say, “We’re not new to it, but we are true to it.”

Founded in 1929, the YWCA White Plains & Central Westchester has been at the forefront of change for women and people of color.

We are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Our work focuses on three signature areas:

Empowerment & Economic Advancement: We work to address the unique needs of those living in poverty and strive for outcomes that increase emotional and economic self-sufficiency. We provide women with economic empowerment programs annually with our GEMS, Women’s Residence, Childcare Programs, and more. YWCA also has an ongoing commitment – truly, a mandate of our mission – to provide leadership development opportunities to women and girls.

Health & Wellness: We provide over 7,500 women and families with health and wellness programs annually with our Aquatics Programs, Gymnastics Programs, Courthouse and Supervised Visitation Programs, Services for People with Developmental Disabilities, Health Resources and more.

Racial Justice: YWCA’s approach to racial justice goes beyond changing hearts and minds. We strive to transform communities, systems, and public policy.

For more than 90 years, our YWCA has been making a difference in the lives of women, children and families in White Plains and Westchester.

Our mission is real, genuine, and authentically pursued by the entire staff. We are positioned for IMPACT!

If this sounds interesting to you...keep reading!

The YWCA White Plains & Central Westchester is looking to hire a qualified candidate for the position of **Servant Leader Intern** for our Freedom School Program that we are running in collaboration with the Children’s Defense Fund (CDF).

Job Summary - Nature and Scope

This role requires the successful candidate to deliver to the mission of the YWCA, which is stated above, and that of the CDF. The CDF mission is to build community so young people grow up with dignity, hope, and joy.

The CDF Freedom Schools® program is a direct service initiative coordinated nationally by the CDF in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer and after-school options for children and youth and strengthens family and community involvement.

Through this program we intend to:

- Boost scholar motivations to read,
- Generate more positive attitudes toward learning,
- Increase self-esteem,
- Connect the needs of children and families to the resources of their communities.

The program serves children and youth in grades K-12 for six to eight weeks. The activity-based Integrated Reading Curriculum (IRC), which is aligned with the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness.

In this role you'll serve as the teacher for a maximum of 10 scholars.

Key Responsibilities

Training and Development

- Attend all required Ella Baker Child Policy Training Institute training sessions.
- Attend all local and site-based training as outlined by the Site Coordinator.
- Attend all required training courses and ensure all program staff attends required trainings.

Leadership & Supervision

- Supervise and maintain safety of scholars.
- Serve as a positive role model for all scholars.
- Work with site leadership to recruit children and families who are under-resourced.

Communications

- Report any issues or concerns regarding program operation to the Site Coordinator.
- Maintain regular communication and timely correspondence with emails and requests with the *CDF Freedom Schools* national staff.
- Ensure timely dissemination of information to the appropriate parties, including Servant Leader Interns, Site Coordinator(s), and Project Director(s) as communication is received from the national staff.
- Immediately inform the national staff of incidents and administrative issues that relate to compliance with the *CDF Freedom Schools* program, following up with the completion of an incident report form to provide written documentation.
- Establish written policies that outline programmatic safeguards and practices which prohibit discrimination or harassment on the basis of any characteristic protected by state laws governing your state. This document should be reviewed with staff and made available to them.

Other General Responsibilities

- Set up, manage, and break down classroom space according to standards outlined by CDF and the sponsor organization.
- Conduct routine site visits, whether operating onsite or virtually, to ensure that the program is being implemented with fidelity, including all program elements from the *CDF Freedom Schools* daily schedule and essential components.

- Maintain the safety of all staff and scholars, which includes but is not limited to the following:
 - Secure staff background checks and clearances.
 - Guarantee onsite safety procedures and protocols are in compliance with the Centers for Disease Control and Prevention guidelines.
 - Communicate and confirm that all staff, scholars, and parents have an understanding of site guidelines.
 - Provide first aid (mental and physical health) training and materials to staff.
- Submit all required documents, data reports, and evaluations to CDF by the required deadline.

Essential Experience

- Must have completed at least one year of college in good academic standing

Key Attributes

- Ability to motivate others and work as part of an intergenerational team.
- Solid commitment to the success and well-being of children and youth.
- Excellent written and verbal communication skills.
- Experience successfully managing programs for children, youth, and families.
- Administrative leadership skills and experience in managing, motivating, developing, and mediating an intergenerational staff.
- Solid commitment to the success and well-being of children and youth.
- Excellent written and verbal communication skills.
- Exhibit positive behavior and attitude, modeling a mature and professional demeanor.
- Possess the capacity to carry out all related responsibilities, including authorization privileges, on behalf of the organization.
- Leadership and supervisory skills through a proven track record of building high performing teams.

The Last Word...

The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

The YWCA White Plains & Central Westchester is an Equal Opportunity Employer. We encourage people with disabilities, minorities, veterans, and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity.