



**Position Title:** Service & Justice Coordinator  
**Reports To:** Director of Service Learning & Civic Engagement  
**Schedule:** 10 months (follows academic calendar)  
**Opening:** September 1, 2019

**Position Summary:**

Brooklyn Friends School offers a social justice approach to service learning grounded in Community, Accountability, Reciprocity, and Equity. We encourage students to see themselves as agents of change, partner with leaders in the community, and use the experience of service and civic engagement to respond to inequities and injustice impacting the human community, animals, and the environment.

Under the supervision of the Director of Service Learning & Civic Engagement, the **Service & Justice Coordinator** will be responsible for the teaching, organization, and administration of the International Baccalaureate C.A.S. (Creativity, Activity, Service) program required of all 11th and 12th grade students, as well as co-teaching 7th-10th grade service and justice courses. The **Service & Justice Coordinator** will also collaborate with the Director of Service Learning & Civic Engagement on many of the day-to-day activities, projects, and events of the Service Learning & Civic Engagement Office.

**Primary Responsibilities Include:**

**1) C.A.S. instruction and coordination:** All Brooklyn Friends School graduates complete a C.A.S. Project over the course of their 11th and 12th grade years. Each project involves teamwork and collaboration, integrates one or more of creativity, activity, and service, and is of significant duration. Each student demonstrates evidence of planning and leadership, and shares how participation in the project made a difference in the community. The Service & Justice Coordinator is responsible for ensuring that all BFS graduates have fulfilled their 18-month C.A.S. program requirements.

- Partnering with the I.B. Coordinator and the Upper School Assistant Head for Academics to ensure alignment of C.A.S. programming and projects with the philosophy of the school, the advisory and academic curricula, and The International Baccalaureate.
- Meeting regularly with 11th and 12th grade students - inside and outside of class - to support the development of their C.A.S. projects and experiences.
- Attending student events and performances during and after school.
- Organizing and leading collective C.A.S. opportunities at school and in the broader community.
- Maintaining accurate and up-to-date electronic records of students' involvement in C.A.S. projects and experiences.
- Communicating clearly with parents, students, and staff on matters pertaining to the C.A.S. program.

**2) 7th-10th Grade Service & Justice Seminar:** Co-teaching the 7th-10th grade *Service & Justice Seminars*, student-centered, collaborative courses that provide a foundation for students' service experiences, introducing key elements of service learning for social justice. We investigate multiple perspectives, examine root causes of issues, understand power dynamics, and connect systemic issues to our lives.

**3) Database management:** Ensuring a robust, current, and accessible electronic database with city-wide volunteer opportunities for BFS community members.

**4) Event planning and execution:** Partnering with the Director of Service Learning & Civic Engagement to schedule and coordinate logistics for service-related and justice-related events and opportunities including student-led conferences, immersion experiences, speakers, films, discussion groups, and workshops at PAT-sponsored events.

**5) Administrative support:**

- Performing administrative tasks and duties as assigned.
- Making it all happen — doing whatever is needed to make our office successful!

## **Knowledge, Skills, and Abilities required:**

- Teaching and/or youth organizing experience.
- Passion, energy, and facility with adolescent/student leadership development.
- BA and/or MA in education, social work, or a related field.
- Excellent written and verbal communication and interpersonal skills.
- Strong ability to work collaboratively, sensitively, and effectively with all constituencies in a diverse community of students, parents/guardians, faculty, alumni/ae, staff, and other BFS colleagues.
- Demonstrated commitment to equity and justice and ability to examine power and privilege.
- Professional record that demonstrates a creative, positive, and comprehensive approach to building partnerships in and with diverse communities.
- Exceptional logistical and organizational skills as well as proficiency with details related to planning and documenting.
- Project management skills, including disciplined and precise follow-through on multiple projects and initiatives that may involve a range of participants and interested parties.
- Professional writing and public speaking skills across a variety of settings and audiences.
- Ability to take initiative when creating and completing projects.
- Proficiency with using technology to maintain records, support events, generate materials, and publicize programs. Working knowledge of Google Apps (Docs, Sheets, Forms, Presentations), Senior Systems, ManageBac or similar software, as well as social media.
- Deep knowledge of and appreciation for the unique social-emotional developmental needs of teenage students.
- Willingness to travel and chaperone students on trips both within and beyond New York City.
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with Quaker worship, values, and decision-making practices.
- Ability to demonstrate strong judgment and discretion, as well as remain unflappable across a variety of contexts that require integrity, good humor, savvy, perspective, and poise.
- Experience with and knowledge of the International Baccalaureate C.A.S. program a plus.

*Please send resume and cover letter to [service\\_learning\\_position@brooklynfriends.org](mailto:service_learning_position@brooklynfriends.org)*

## **About Brooklyn Friends School**

Brooklyn Friends School, founded in 1867, draws upon its Quaker heritage to educate students within the context of a challenging academic program and a caring, supportive community. An independent, coed day school, BFS enrolls more than 900 students from Preschool through 12th grade, including approximately 200 students in the Upper School. Our student body reflects the racial, economic, ethnic, and religious diversity of New York City.

## **Brooklyn Friends School Mission Statement**

Guided by the Quaker belief that there is a Divine Light in everyone, Brooklyn Friends School cultivates an intellectually ambitious and diverse community that celebrates each individual's gifts. We challenge our students to value and embrace difference as they develop critical thinking skills and apply their knowledge and intelligence both in and out of the classroom. In this rich learning environment, we inspire all members of our community to voice their convictions, to discover and pursue their passions, and to seek truth. Our graduates are compassionate, curious, and confident global citizens who let their lives speak in the spirit of leadership and service.

## **Brooklyn Friends School Statement of Commitment to Diversity**

Brooklyn Friends School is committed to maintaining an environment in which all people are respected and valued. To that end, discrimination in any form, such as that based on race, religion, ethnicity, gender, gender identity, sexual orientation, or socioeconomic status will not be tolerated. The school actively strives to recognize, respect and celebrate the differences and commonalities that shape the individual and collective identities of its members.

***BFS seeks candidates with a strong personal interest in and commitment to issues of diversity and social justice. People of color and members of other underrepresented groups are encouraged to apply.***