

Positions to be filled for MACHO Program: (please indicate which positions you are interested in on the MACHO Application)

Teaching/ Mentor Positions:

Title: Nutrition teacher

Description: *Go over lesson plan prior to weekly sessions. Work closely with TA's to develop any curriculum additions / activities that you would like to use at the session. Upload all materials/worksheets to Dropbox. Request any supplies needed from the site coordinator. Must attend all weekly lessons (day of week is not yet known). Sessions will be approximately 2 hours long each week. All teachers and TA's must fill out feedback forms each week.*

Average number of hours: **4-5 hours / week**

Report to: Site coordinator

Title: Fitness/Anatomy/Physiology (FAP) teacher

Description: *Go over lesson plan prior to weekly sessions. Work closely with TA's to develop any curriculum additions / activities that you would like to use at the session. Upload all materials/worksheets to Dropbox. Request any supplies needed from the site coordinator. Must attend all weekly lessons (day of week is not yet known). Sessions will be approximately 2 hours long each week. All teachers and TA's must fill out feedback forms each week.*

Average number of hours: **4-5 hours / week**

Report to: Site coordinator

Title: Exercise teacher

Description: *Lead exercise sessions at sites, incorporate lessons into the exercise curriculum. Work with the exercise curriculum coordinator.*

Average number of hours: **3 hours / week**

Report to: Exercise curriculum coordinator

Title: Teaching assistants

Description: *Teaching assistants for nutrition & FAP will be needed at additional sites. TA's work closely with the teachers to develop the curriculum and activities for the class. Must fill out feedback forms and attend all weekly sessions.*

Average number of hours: **4 hours/ week**

Report to: Teachers & curriculum

*please indicate if you are interested in FAP, nutrition, or either

Title: Mentors

Description: *Work one on one with kids discussing issues such as self-worth, balance, implementing healthy habits. Mentors attend Saturday Sessions.*

Average number of hours: **4 hours / week**

Report to: Saturday Session Coordinator

Administrative positions:

Title: **Historian**

Description: *Main role is to document the program at its various sites through photography, videography and writing up reports through interviewing volunteers, participants, observing classes, field trips, etc.*

Average Number of hours: varies - roughly **4 - 6 hours/week**

Report to: IT, Marketing and Communications Lead

Title: **Special Events Coordinator**

Description: *Play key role of coordinating special events including but not limited to program retreat, speaker series, sponsored and co-hosting events and conference planning*

Average number of hours: **varies**, depending on event

Report to: Secretary

Title: **Alumni Coordinator**

Description: *Begin strategic planning for maintaining ties and building community amongst MACHO participants, families and volunteers. Mostly strategic planning during the spring with plans for implementation with first group of alumni beginning in the summer.*

Average Number of hours: roughly **5 hours/week**

Report to: Program Director, will be part of Family Engagement and Personnel team

Title: **ISP (Independent School Preparation) Coordinator**

Description: *Oversee & coordinate weekend program at the Boys Club that works with middle school boys (grades 7 and 8, total of 40-80 kids), to help them prepare for exams and essays to apply to prep school. They meet on specified Saturdays from 9am - 3pm at the East Harlem Clubhouse. ISP coordinator will organize the upcoming sessions (two 5 week sessions on Saturdays). This job includes coordinating the application our personal development curriculum to this setting, overseeing assigned teachers/mentors assigned, supplies and material needs, data collection, serving as a liaison between MACHO and the ISP program director. **Must be present at all Saturday sessions.***

Average number of hours: **4 – 5 hours a week** during sessions, but some preparatory work required ahead of time. Males highly encouraged to apply for Boys Club positions

Report to: Operations, and indirectly to External Relations

Title: **Hunter after-school site coordinator**

Description: *Attend Hunter nutrition and fitness/anatomy/physiology sessions on Monday and Wednesdays from approximately 4 pm to 6 pm (subject to change). Responsible for contacting Red Rabbit (our food services company) & arranging delivery/pick up plans, bringing supplies for lessons to the site, data collection, and maintaining and updating site folders. Responsible for organizing teachers and teaching assistants and making sure things run smoothly at the after school program at the Hunter site.*

Average number of hours: **5-6 hours / week**

Report to: Operations, indirectly to external relations

Title: **Boys club after-school site coordinator**

Description: *Attend Boys club nutrition and fitness/anatomy/physiology sessions on Monday and Wednesdays from approximately 5:30-7:30 pm (subject to change). Serve as liaison between Director of explorers and our juniors program at the Boys Club. Responsible for contacting Red Rabbit (our food*

services company) & arranging delivery/pick up plans, bringing supplies for lessons to the site, data collection, and maintaining and updating site folders. Responsible for organizing teachers and teaching assistants and making sure things run smoothly at the after school program.

Average number of hours: **5-6 hours / week**

Report to: Operations, indirectly to external relations

Title: Hunter Saturday Sessions mentor coordinator

Description: Focus on building continuity of Personal Development curriculum with the after-school program curriculum. Coordinator must be available to attend some of the weekday sessions and to work closely with curriculum development team. Must attend Saturday sessions.

Average number of hours: **5 hours / week**

Report to: Operations, external relations

Title: Exercise Curriculum Coordinator

Description: Create exercise curriculum, train exercise teachers at all sites. Attend exercise sessions at Hunter & Boys Club. Work with curriculum team leaders to integrate curriculum and exercise.

Average number of hours: **5 hours / week**

Report to: Curriculum team leaders

Title: Curriculum Logistics Assistant

Description: Coordinate email correspondence between teachers, TA's and the curriculum board. Email out weekly curriculum ahead of the week, email weekly feedback survey for the weekly lesson (initial email & reminder email). Make sure all lesson plans and worksheets are uploaded to Dropbox account.

Average number of hours: **2-3 / week**

Report to: Curriculum

Title: Personal Development Curriculum Coordinator

Description: Develop Personal Development curriculum, tailored to adolescents, to include a number of issues such as self-worth, balance, forming habits, etc., with an emphasis on health and well-being. Working closely with curriculum team to integrate mentor session topics with after-school programming/curriculum.

Qualifications: background in child psychology, adolescent counseling, or child/school health clinic work is preferred.

Average Number of hours: varies, roughly **5 hours/week**

Report to: Curriculum Team Leaders

IT/ Marketing/ Communications Positions:

Title: Website Coordinator

Description: Liaises with WCMC ITS for development of MACHO website. Reports regularly to IT, Marketing and Communications Lead with updates on status of website. Works to ensure development stays on schedule and reports any delays promptly to IT, Marketing and Communications Lead. Helps gather and edit content from MACHO teams. WCMC student is preferred for logistical purposes.

Average Number of hours: varies - roughly **4 - 6 hours/week**

Report to: IT, Marketing and Communications Lead

Title: Public Relations Manager

Description: *Manages public relations for MACHO. Gives monthly suggestions of potential ways to publicize the MACHO program in traditional and social media. Follows through on PR initiatives approved by internal board. Main point of contact for parties interested in spotlighting our program.*

Average Number of hours: varies - roughly **2-4 hours/week** (work will mostly be done virtually)

Report to: Program director & IT, Marketing and Communications Lead

Title: Social Media Manager

Description: *Responsible for daily updates to MACHO's facebook and twitter accounts. Help engage current and former volunteers through LinkedIn to promote the creation of a MACHO community of professionals. Ensures that social media presence aligns with WCMC guidelines and stays on-message according to MACHO's mission and vision. Researches other potential social media platforms for MACHO to spread the word about the importance of a healthy lifestyle.*

Average Number of hours: varies - roughly **4 - 6 hours/week**

Report to: IT, Marketing and Communications Lead