

Coalition for Hispanic Family Services
Community Center Programs
Job Description

Position Title: After School Instructor/Teaching Artist
Program: Beacon and Cornerstone Community Centers
Reports to: Site Director
Date Available: Immediately

To apply: Submit a resume and cover letter with qualifications to communityprogramsjobs@hispanicfamilyservicesny.org.

AGENCY SUMMARY

The Coalition for Hispanic Family Services is a non-profit community-based organization serving children and families of North Brooklyn and Queens. Services include foster care, adoption, youth development, family support, mental health, internships, community building and after school education.

PROGRAM SUMMARY

CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun after school, summer camp, evening and weekend programs that prioritize family and community, and focus on building values, skills, and relationships through a strengths-based approach.

POSITION SUMMARY

21-Hour Work Week. Must be available Monday-Friday 2pm-6pm through June 30th. (Summer opportunities may also be available for successful candidates.)

Instructors plan and implement arts, recreation, and leadership curriculum for groups of 15-30 elementary and/or middle school aged youth. The candidate should be able to construct lessons that are engaging to the target population. The candidate must possess training and experience to handle a wide range of behavioral challenges sensitively.

ROLE AND RESPONSIBILITIES

- Plan and facilitate daily classroom lessons and activities that are engaging, culturally relevant, and developmentally appropriate, with a focus on creativity and leadership.
- Utilize a strengths-based approach and model positive behavior management and discipline techniques that foster reflection, self-esteem, and social/emotional development in all participants.
- Develop final showcase pieces
- Supervise program participants at all times in the classrooms, hallways, gym, on trips to the bathroom, and off-site trips.
- Keep classrooms and spaces used clean and organized prior to and after class.
- Ensure accurate program documentation such as lesson plans, incident, accident and behavior reports, attendance sheets, sign-in/sign-out sheets.
- Participate in mandatory professional development trainings and staff meetings.
- Notify supervisor immediately of all behavior concerns, incidents, and red flags.
- Comply with rules and regulations shared by agency, program, DOE, and DOH, ensuring quality service and safety.
- Possess an ability and willingness to work in different capacities and travel to different sites if needed.

- Complete any tasks deemed necessary by the Director.

QUALIFICATIONS

Bachelor's degree preferred. Must have a High School Diploma and minimum of two years' experience working with youth and an ability to obtain all required clearances and background checks. Must be able to participate in required trainings and mandated professional development workshops. Demonstrated knowledge of developmentally appropriate classroom practices and the ability to work with elementary and/or middle school youth is a requirement.

COVID-19

Please note that due to New York City's ongoing response to the COVID-19 pandemic, all position details are subject to change as new guidance emerges from the Department of Youth and Community Development, Department of Education, Department of Health, and other governing entities.

As of 9/27/2021, all staff are required to have received at least one dose of the COVID-19 vaccine by order of the NYC Health Commissioner.

SALARY

\$17-\$23 per hour based on experience and education credentials.

Benefits: Medical, Dental and Vision (partial employer-sponsorship), Vacation, Holidays, Sick Days, Flex Spending Account