



Group Leader- Queens

ABOUT THE POSITION

Innovative network of school-based and center-based youth development programs seeks Group Leaders for arts education programming, serving children ages 5-14 in Elmhurst and North Corona, Queens.

We are looking for versatile and flexible Leaders who are open to frequent feedback on their classroom management and lesson plans, and who are excited to be part of a creative team. Strong, sensitive and professional communication skills are a must as well as a good sense of personal and professional boundaries. Group Leaders must have a culturally sensitive approach to working with diverse populations. Applicants should have experience working with youth.

RESPONSIBILITIES

- Supervise students completing homework
- Manage behavior charts
- Supervise apprentices as they provide homework help
- Implement post homework activities
- Implement educational plans for students in need
- Attend meetings and trainings as assigned
- Supervise and/or provide first aid/CPR, file accident/illness reports
- Complete any other duties assigned by Supervisor(s)

QUALIFICATIONS

PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.

- Must be enrolled in college and/or two years' experience working in out of school time programming. Occasional flexible schedule is required. Bilingual-Spanish/Mandarin is preferred.
- The Group Leader should have a record of successful experiences working in after-school, should have experience working with children's needs, knowledge of positive discipline methods, knowledge of early childhood development, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latino, African American and Asian culture
- PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.

SCHEDULE

- 2023-2024 After School Program:
 - Dates: 9/11/23 to 6/28/24
 - **Hours: 21+ hour/week**
 - **Schedule: Monday to Thursday 2:15pm-6:00pm, Friday 12:00pm-6:00pm** **exact times subject to vary slightly dependent on host school dismissal time*
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- 2024-2025 Summer Program:
 - Approx. Dates: 6/24/24 to 8/16/24

- **Hours: 30 plus hours**
- **Schedule: Monday to Friday- Shift work between 8am to 6pm. *exact times subject to vary slightly depending on host school dismissal time**

Candidates must be available for the entire duration of the school year and summer months.

Paid, mandatory staff training will take place prior to start dates sometime in early September.

COMPENSATION

- Salary: \$18 to \$22/hour
- Benefits
 - Medical, Dental and Vision (partial employer-sponsorship)
 - Vacation
 - Holidays
 - Sick Days
 - Flex Spending Account

TO APPLY

To apply, please send a resume and cover letter to osthiring@hispanicfamilyservicesny.org. Applicants will not be considered without a cover letter.