Job Summary:

Under the direct supervision of the After-School Program Director and Program Assistants, the Group Leader will supervise a group of students (grades kindergarten through 8th grade) as they participate in all after-school program activities.

Responsibilities:

- Supervise assigned group of 20 to 28 students during after-school program hours.
- Maintain health and safety protocols at all times during program.
- Maintain attendance log for assigned group.
- Maintain observation and incidents logs for group.
- Assist students with homework during scheduled homework period.
- Encourage and lead projects that foster academic, emotional, cultural and artistic growth.
- Co-facilitate weekly activities as needed (differs based on grade level assigned).
- Encourage students to positively participate in all after-school programming and activities.
- Assist in the planning and implementation of special events.
- Attend all required staff and planning meetings.
- Take on special assignments consistent with the goals and objectives of the after-school program.
Qualifications:

- Minimum two years’ professional experience working with children in a classroom, after-school, or community-based environment leading and organizing group activities. Substantial volunteer work will be considered.
- Demonstrated interest in the field of education, child development or literacy.
- Familiarity with literacy and whole language teaching methodology desirable.
- Able to work Monday-Friday from 2:00 PM to 5:15 PM.
- Well-organized, able to work both independently and collaboratively.
- Bilingual (English/Spanish) a plus.
- Current, active college enrollment or college degree preferred.
- Previous work experience in low-income communities preferred.

Competitive hourly rate based on experience. This is a part-time, hourly position.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

To apply, please send a cover letter and resume to 218afterschool@whedco.org. Please include “Group Leader” and your name in subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.