



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Extended Day Group Leader, South Bronx Early College Academy
Location: 801 East 156th Street, Bronx, NY 10455
Reports to: Extended Day Program Director, South Bronx Early College Academy

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

We are looking for a group leader to join our team at the extended day program at the South Bronx Early College Academy. Under the direct supervision of the extended day program director and the program assistant, the group leader will co-supervise a group of middle school students as they participate in academic and enrichment afterschool program activities.

Responsibilities:

- Under the supervision of the extended day program director and the program assistant, and working in conjunction with other staff, supervise an assigned group of 24 to 28 middle school students during extended day program hours.
- Model appropriate behavior to participants, and use positive behavior-management techniques with participants.
- Maintain attendance log for assigned group.
- Maintain observation and incident logs for group.
- Plan and lead academic activities during scheduled academic period.
- Lead and encourage projects and activities that foster academic, emotional, cultural and artistic growth.
- Encourage students to positively participate in all programming and activities.
- Assist in the planning and implementation of special events.
- Attend all required staff and planning meetings.
- Actively seek out and take on special assignments consistent with the goals and objectives of the extended-day program.

Qualifications:

- Minimum of two years' professional experience working with children in a classroom, afterschool, or community based environment leading/organizing group activities. Substantial volunteer work will be considered.
- Demonstrated interest in the field of education, child development or literacy.
- Desire to work in a flexible start-up environment.
- Able to work Monday through Friday from 2:00 p.m. to 5:30 p.m.
- Well organized, able to work both independently and collaboratively.
- Bilingual (English and Spanish) is a plus.
- Current, active college enrollment or college degree preferred.
- Previous work experience in low-income communities.

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

To apply, please submit a cover letter and resume to tjones@whedco.org. (Please include "Group Leader" and your name in the subject line).

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, 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.