



華僑社會福利社  
IMMIGRANT SOCIAL SERVICES, INC.

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## JOB OPENING CHILDREN & YOUTH PROGRAMS FACILITATOR/EDUCATOR

Immigrant Social Services, Inc (ISS) seeks motivated, enthusiastic, creative, and reliable individuals with a strong commitment to youth development for the position of **Children & Youth Programs Facilitator/Educator** to provide and deliver an engaging learning experience for participants (Pre-K through 5th Grade) in our afterschool programs. ISS is a non-profit organization that operates afterschool programs at public school sites in Manhattan's Lower East Side and Chinatown.

### **Our Program Approach**

ISS recognizes that the out-of-school time space presents new opportunities for us to reimagine learning and achievement that address the realities of an immigrant population often left out of the mainstream narrative. Guided by our quest of leveraging the afterschool space to inspire young minds and hearts, we strive to create and support a culture that enables the youth we work with to flourish, dream big, and reach their full potential.

Designed to cultivate curiosity, creativity, critical thinking, and compassion within a framework centering the needs of immigrant students and their families, ISS afterschool program activities and curricular content integrate a range of areas from language arts & literacy, STEM, social studies, the arts, health & fitness, to social and emotional development. The majority of the youth we work with are new immigrants or born to recent immigrant parents, and some are English Language Learners or have Individualized Education Plans. We believe that prioritizing social-emotional well-being, character development, and life skills is integral to building the foundation for students' long-term academic and life success.

### **About the Position**

ISS Children & Youth Programs Facilitators/Educators are an invaluable part of our team and work collaboratively with the program site team to create a youth-centered, interest-driven, inquiry-based enriched learning environment. The ideal candidate is committed to nurturing children and youth through positive youth development and the whole child approach.

This is an excellent opportunity for individuals seeking to gain skills and experience in youth development at a non-profit setting. We provide comprehensive professional development and training to help enhance capacity, knowledge, and competencies on youth development, professional skills, career growth, and leadership development.

### **Roles & Responsibilities:**

- Responsible for day-to-day guidance, care, support, and safety of a group of youth participants.
- Build and maintain positive relationships with youth participants of diverse backgrounds and needs.
- Help plan and implement purposeful, developmentally appropriate, and socially engaging hands-on learning experiences that align with the philosophy, approach, and values of ISS.

- Cultivate effective study skills and provide guidance to support students' daily practice of completing homework and assigned reading from day school, as well as other learning projects.
- Ensure the orderly operation of the program in adherence to policies, protocols, and procedures, including accompanying students to classroom during school dismissal and facilitating after-school parent pick up.
- Proactively communicate regularly with program site leadership staff about any issues, including but not limited to behavioral challenges, scheduling, and curricula.
- Demonstrate effective management and engagement of program participants.
- Use developmentally appropriate strategies to maintain a positive environment and interpersonal relationships between program staff and participants.
- Attendance at professional development and training and designated meetings as required.

**Desired Skills & Qualifications:**

- Minimum A.A. degree or be currently enrolled in college with appropriate training, certification, experience, and strong academic record in area of study. B.A. or B.S. or equivalent experience in education or related field preferred.
- Excellent interpersonal and communication skills.
- Demonstrated interest, experience, and competency in working and interacting with immigrant children/youth and their families.
- Ability to work collaboratively and communicate effectively and respectfully with a broad range of diverse constituents, including parents/guardians.
- Self-starter with the ability to think and act independently and problem solve, manage multiple priorities effectively, and adapt quickly.
- Prior experience working with English Language Learners and students with Individualized Education Plans a plus
- Proficiency in Chinese (Mandarin, Cantonese, Fujianese) or Spanish, a plus.
- Experience or specialization in the fields of Psychology, Child Development, Education, English Language Arts, STEM (Science, Technology, Engineering and Math), social studies, and/or the arts, a plus.
- Knowledge of and sensitivity to issues prevalent in underserved immigrant communities, a plus.

This is a part-time academic-year contract position beginning on September 2, 2019 with a commitment of at least one semester and the possibility of extending through the following academic year. The program schedule follows the [NYC DOE School Calendar](#).

Must be available during afterschool hours, Monday – Friday, 2:30 p.m. – 6:00 p.m. Flexible days, but five days a week is preferred. Hourly rate based on experience and qualification.

Please send resume and cover letter that explains your interest and experience working at ISS to support the development of the youth we serve to: [bchen@issnyc.org](mailto:bchen@issnyc.org) with subject line: Children & Youth Programs Facilitator/Educator.