

Coalition for Hispanic Family Services
Community Center Programs
Job Description

Position Title: Summer Camp Group Leader

Program: Beacon and Cornerstone Community Centers

Reports to: Site Director

Date Available: July 1, 2019 through August 30, 2019

Deadline to apply: June 14, 2019

To apply: Submit a resume and cover letter with qualifications to Amanda Palley-Quiñones, Director of Community Center Programs, at apalleyquinones@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 summer camp, evening and weekend programs that prioritizes family and community, and focuses on building values, skills, and relationships through a strengths-based approach.

POSITION SUMMARY

35-Hour Work Week. Must be available Monday-Friday 8am-4pm or 10am-6pm from July 1st through August 30th. (School year opportunities may also be available for successful candidates.)

ROLE AND RESPONSIBILITIES

- Facilitate and support camp 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.
- Support the development of final showcase pieces
- Supervise program participants at all times in the classrooms, hallways, gym, on trips to the bathroom, and off-site trips.
- Serve as a role model for youth at all times.
- 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.
- 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

Must have a High School Diploma, a 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.

SALARY

\$15 per hour