

**Coalition for Hispanic Family Services**  
**Community Center Programs**  
**Job Description**

**Position Title:** Summer Camp Teacher

**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](mailto: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 1<sup>st</sup> through August 30<sup>th</sup>. (School year opportunities may also be available for successful candidates.)*

Teaching Artists utilize their creative modality to plan and implement curriculum for groups of 15-30 middle school youth. The candidate should be advanced in their practice and able to construct lessons that are engaging to the middle school population. The candidate must possess training and experience to handle a wide range of behavioral challenges sensitively.

**ROLE AND RESPONSIBILITIES**

- Plan and facilitate daily classroom lessons and 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.
- Develop final showcase pieces
- Supervise program participants at all times in the classrooms, hallways, gym, on trips to the bathroom, and off-site trips.
- Mentor and supervise youth workers/apprentices if assigned to assist in your classroom.
- 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**

Bachelor's and Master's level candidates with degrees in education, social work or relevant fields are encouraged to apply. Candidates with a mix of teaching experience and credits toward their degrees will be considered. Must have 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**

*\$16-\$20 per hour based on experience.*