

**Coalition for Hispanic Family Services**  
Arts and Literacy After School Program  
**Job Description**



**Position Title:** Artistic Teaching & Special Projects Fellow  
**Program:** Arts and Literacy After School Program  
**Reports to:** On-Site Program Director/Director of Elementary or Middle School Programming  
**Date Available:** July 1, 2019 through August 30, 2019  
**Deadline to apply:** Open until filled

**To apply:** Submit a resume and cover letter with qualifications to Holly Smeltzer, Director of Programs, at [hsmeltzer@hispanicfamilyservicesny.org](mailto:hsmeltzer@hispanicfamilyservicesny.org)

**Summary of Position:** The Arts and Literacy Artistic Teaching & Special Projects Fellow is expected to be knowledgeable of current arts education trends and methodology. The Artistic Teaching & Special Projects Fellow will develop and facilitate a progressive, innovative arts and literacy-based curriculum, to include a selection of daily learning activities and educational materials. Lesson planning, student assessment and evaluation are required. The Artistic Teaching & Special Projects Fellow will work with other teaching staff as a team to plan and organize major yearly projects (i.e. Children's Spring Festival, annual art exhibition, annual anthology of children's work).. The Artistic Teaching & Special Projects Fellow will provide on-site supervision of all apprentices and volunteers assigned to him/her. The special projects component of the position will include conducting weekly literacy building or arts workshops for parents, organizing a school wide performance/special event and doing other tasks as assigned by administrative team and/or supervisor (s.)

This position is seasonal employment for school year and summer camp. All rehiring for the following season will require an official email from the compliance coordinator.

**Summary of Program:** The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

**Summary of the Agency:** The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

**The duties of the Arts and Literacy Artistic Teaching & Special Projects Fellow are as follows:**

- Teach assigned content area
- Collaborate in designing literacy-based art curricula that align with recognized learning standards
- Collaborate in the implementation of STEM activities in the literacy-based arts curricula
- Participate in weekly individual and/or group supervision meetings
- Conduct individual weekly supervision of apprentices
- Communicate daily with parents in regards to their child's progress in the program
- Make referrals to Art Therapist, as needed
- Maintain attendance
- Complete evaluation forms for participants
- Supervise maintenance of a current portfolio for every student assigned to teacher
- Participate in agency wide events
- Generate and collaborate on a wide range of community projects and other special projects as needed
- Attend meetings and trainings as assigned
- Supervise and/or provide first aid/CPR, file accident/illness reports
- Engage in community outreach efforts
- Develop school wide performance (musical, play, art installation, etc.) as end of school year culminating event
- Assist with data entry, copying, other administrative work

- Hold special classes in preferred art form with interested students
- Lead weekly parent groups
- Complete any other duties assigned by Supervisor(s)

Qualifications: BA/BFA in professional content area. Experience as a teaching artist or group facilitator. Comprehensive knowledge of the Learning Standards of New York state in the Arts as well as the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. Occasional flexible schedule is required. Bilingual-Spanish/Mandarin/French is preferred.

The Artistic Teaching & Special Projects Fellow should have a record of successful teaching and artistic accomplishments, should have experience working with children's needs, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latinx, African American and Asian cultures.