

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

**Position Title:** Summer Camp Instructor

**Programs:** Beacon and Cornerstone Community Centers

**Reports to:** Site Director

**Date Available:** Immediately

**To apply:** To apply, please send a cover letter outlining your experience and passion for teaching/community programming and a resume to [communityprogramsjobs@hispanicfamilyservicesny.org](mailto:communityprogramsjobs@hispanicfamilyservicesny.org). Please indicate "Summer Instructor Position" in your subject line.

**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 arts-based educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun after school, summer camp, evening and weekend programs that prioritize family and community, and focus on building values, skills, and relationships through a strengths-based approach.

**POSITION SUMMARY**

*Up to 35-Hour Work Week. Most shifts take place Monday-Friday during mornings and afternoons, although some evening and weekend positions are available. Main Summer camp hours are between 8am-6pm, Instructor must be available for 8 hours during this time. Summer Camp runs from July 5<sup>th</sup> to August 26<sup>th</sup>, 2022. Candidates must be available for the entire duration of summer programming.*

Please note that your employment is seasonal. However, there may be opportunities to extend the term of your employment into the school year season. Additionally, you may be reassigned or temporarily transferred to another program site due to program needs.

Summer Instructors plan and implement curriculum for groups of 15-30 elementary and/or middle school aged youth. The candidate should be able to construct lessons that are engaging to the target 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 end of summer final showcase pieces.
- Supervise program participants at all times in the classrooms, hallways, gym, on trips to the bathroom, and off-site trips.
- 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 and staff meetings.
- 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.
- Excellent organizational and time management skills.
- 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.
- Keep students engaged and create a classroom culture of respect and participation
- Supervise interns/assistants/group leaders placed within the classroom

## **QUALIFICATIONS**

PLEASE NOTE: As per DOE/DYCD Guidelines, all employees working in the Community Center Programs are required to be fully vaccinated against COVID-19 to help safeguard the health of our employees, students, and community.

- Must have a High School Diploma
- Minimum of two years' experience working with youth
- Strong content knowledge of an artistic discipline such as music, art, theater, or dance preferred
- Ability to obtain all required clearances and background checks
- Must be able to participate in required trainings and mandated professional development workshops.
- Demonstrate knowledge of developmentally appropriate classroom practices
- Ability to work with elementary and/or middle school youth
- Ability to create lesson plans and document curriculum
- Excellent organizational and time management skills
- Experience working with diverse youth populations
- Occasional flexible schedule is required- some weekends and evenings
- Bilingual-Spanish is preferred

## **SALARY**

*Based on experience.*

## **BENEFITS**

- Medical, Dental and Vision (partial employer - sponsorship)
- Vacation
- Holidays

- Sick Days
- Flex Spending Account