

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: Immediately

To apply: Submit a resume and cover letter with qualifications to communityprogramsjobs@hispanicfamilyservicesny.org. Please indicate "Summer Camp Group Leader Position" in your subject line.

AGENCY 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.

PROGRAM SUMMARY

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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, Group Leader must be available for 8 hours during this time. Summer Camp runs from July 5th to August 26th, 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.

ROLE AND RESPONSIBILITIES

- Assist in the facilitation of classroom activities, focusing on engaging and supporting youth.
- 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 individual and group behavior management plans.
- Facilitate activities and lessons in the absence of a teacher.
- 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 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.
- 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 one year's 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.

COVID-19

Please note that due to New York City's ongoing response to the COVID-19 pandemic, all position details are subject to change as new guidance emerges from the Department of Youth and Community Development, Department of Education, Department of Health, and other governing entities.

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.

SALARY

\$15 per hour