



Teaching Apprentice

ABOUT THE POSITION

Innovative network of school-based and center-based youth development programs seeks Group Leaders for arts education programming, serving children ages 5-14 in Bushwick and Williamsburg, Brooklyn and Elmhurst, Jackson Heights, and Jamaica, Queens.

JOB DESCRIPTION:

We are looking for flexible and versatile Apprentices who are opening to learning about classroom management, the development of lesson planning, and who are excited to be part of a creative team. Apprentices are responsible for assisting the teacher of the class and help with implementation of all program activities. Apprentices will support the teacher, participate and assist in all class activities, act as a role model for students, facilitate snack and bathroom time, help students with homework and help maintain the organization of cabinets and libraries. There are opportunities for apprentices to teach short lessons to the students in content areas of interest to them. All rehiring for the following season will require an official email from the compliance coordinator.

RESPONSIBILITIES:

- Help students find their agendas and the right pages for their homework
- Help students with their homework
- Get supplies for teacher and students
- Read books with students
- Get students ready for snack time
- Give out snacks and supervise snack time making sure that students do not make too much of a mess
- Line up the students to walk to the bathroom
- Supervise bathroom time
- Help the teacher prepare the materials and the classroom for their class
- Help to give out supplies to the students
- Participate fully in every project and activity
- Help students who are having trouble with the project
- Participate in weekly individual and/or group supervision meetings
- Participate in agency wide events
- Attend meetings and training as needed.

QUALIFICATIONS:

- Some experience with childcare is a preferred but not required. Bilingual-Spanish/Mandarin is preferred.
- PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.

SCHEDULE

- 15-hour per week schedule (M-F)
- An average schedule is 2-5pm M-F or 3-6pm M-F
- Schedules are finalized with the Elementary Directors.

COMPENSATION

\$15/hour for 15 hours per week

TO APPLY

To apply, please send a resume and cover letter to osthiring@hispanicfamilyservicesny.org.