

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

**Position Title:** After School 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](mailto:communityprogramsjobs@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 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**

*25-Hour Work Week. Must be available Monday 2pm-7pm, Tuesdays 1pm-6pm, Wednesday 12pm-6pm, Thursdays 2pm-6pm & Fridays 12pm-6pm (plus 1-hour weekly staff meeting) through June 30<sup>th</sup>. (Summer opportunities may also be available for successful candidates.)*

**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 of 9/27/2021, all staff are required to have received at least one dose of the COVID-19 vaccine by order of the NYC Health Commissioner

**SALARY**

*\$15 per hour*