VACANCY ANNOUNCEMENT

POSITION: Activity Specialist
DEPARTMENT: Youth Services
LOCATION: Various locations listed below

CENTER NAME	ADDRESS
Lafayette Gardens Community Center	442 Dekalb Ave, Brooklyn, NY 11205
Williamsburg Community Center	195 Graham Ave, Brooklyn, NY 11026
Roosevelt II Community Center	400 Hart Street, Brooklyn, NY 11229
Unity Plaza Community Center	576 Blake Ave, Brooklyn, NY 11207
Lyons Community School	223 Graham Ave, Brooklyn, NY 11206
PS/MS 84 SONYC Program	250 Berry St, Brooklyn, NY 11249
P.S. 196K COMPASS Program	207 Bushwick Ave, Brooklyn, NY 11206
Teacher's Prep H.S. SONYC Program	226 Bristol St, Brooklyn, NY 11212
Marcus Garvey Village	353 Chester St, Brooklyn, NY 11212
Tompkins Community Center	736 Park Ave, Brooklyn, NY 11201
Bushwick Community Center	50 Humboldt St, Brooklyn, NY 11206

REPORTS TO: Program Director, Program Assistant Director
SALARY RANGE: $15.00 - $40.00 per hour based on experience and credentials
DATES: September 1, 2016 – June 30, 2017
SCHEDULE: Monday – Friday 2:00 pm to 6:00 pm, schedule may be modified based on program needs. Open availability needed for School Holidays breaks; Schedule is 8:00 am until 6:00 pm.
This position is performance based and is also contingent on funding availability.

JOB SUMMARY: As part of our Youth Services Department's vision: all Youth Services Staff will assist in promoting growth, leadership and positive self-image in all young people at all of our Grand Street Settlement sites. Our Activity Specialists will assist in the day-to-day functioning of program and ensure that youth are learning and building hard skills. This position is based on youth interest; must maintain a minimum of 15 youth in group.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma required; College Degree Preferred
- Must have 3+ years' experience working in specialized field
- Must have experience working with and devising curricula around specialization
- Ideal candidate has previous experience with classroom instruction and/or facilitating lessons in specialized fields

- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including timeliness, attendance and most importantly, professionalism.
- Candidates must be able to communicate effectively with all staff and participants while remaining professional at all times
- Must demonstrate timeliness, attendance and most importantly, professionalism.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check (If offered the position, must submit $25 fee for NY State Clearance Review); 3 Reference Checks; Physical w/ updated TB Test (Fees may apply)".

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must complete 15 hours of trainings as per school-age child care requirements within the first three months of hire and attend two mandatory agency-wide Professional Development trainings
- Responsible for supervising all participants particularly during special activities
- Responsible for maintaining classroom space in an organized and clean fashion
- Responsible for maintaining daily log of all incidents/ injuries
- Chaperone youth group during trips and other field activities
- Assist with all aspects of programming (i.e. following organizations mission; supervising all youth, working collectively and communicating with all staff)
- Administrative duties includes: follow up calls to parents
- Attend all required department/ agency meetings and/ or trainings
- Create lessons and curriculum around specialty
- Implement and facilitate projects and recreational activities for school year or summer camp.
- Take initiative to assist program participants and group leaders as seen fit
- Maintain program supplies and proper use of all
- Help enforce all rules and regulations and codes of conduct
- Other duties as assigned.

HOW TO APPLY:

Please read the specialty opportunities listed below and submit a resume and thoughtful cover letter, outlining how your skills & experience meet the specific components you are applying for. Also, provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header **"Activity Specialist"** to Tiffani Lawson at TLawson@grandsettlement.org

Specialty components: Photography, Athletics, Music, Dance, Culinary Arts, Journalism & Communication, Fine Arts & Creative Expression and STEM/Lego Robotics.

No phone calls, please.

EOE