

VACANCY ANNOUNCEMENT

TITLE: Activity Specialist DEPARTMENT: Youth Services

PROGRAM: PS 84

REPORTS TO: Program Director, Program Assistant Director

LOCATION: Brooklyn, NY 11249

SALARY RANGE: \$30 per hour

SCHEDULE: Monday – Friday 230pm- 530pm. Hours scheduled according to availability and

program needs. This position is performance based and is also contingent on

funding availability.

DATES: January 2017- June 2017

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.

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 Katiuska Hernandez at khernandez@grandsettlement.org and also to, Jason Cotto at jcotto@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

If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.