



VACANCY ANNOUNCEMENT

TITLE: Group Leader- School Year Only
DEPARTMENT: Youth Services
REPORTS TO: Program Director, Program Assistant Director
LOCATION: Marcus Garvey Apartment
SALARY RANGE: \$12.00 - \$15.00 per hour based on experience and credentials
DATES: September 1, 2016 – June 30, 2017- School Year Only
SCHEDULE: Monday – Friday 2:00 pm – 6:00 pm, may be modified based on program needs.
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. Group Leaders will promote and develop a safe and engaging learning environment for youth. Homework help, recreational activities, literacy and math lessons are integral parts of this activity. In the end, students will be able to maintain an academic focus while engaging in hands on learning with classmates and fellow peers.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- High School diploma a must, college degree preferred
- Youth development experience required
- Must have experience teaching and designing curricula
- Previous experience working with diverse young people
- Three (3) or more years’ experience & expertise working with youth (volunteer experience is acceptable)
- Three (3) or more years’ experience coaching, instructing, or facilitating curriculum-based lessons (to youth preferred)
- Ideal candidate is personable, energetic, & enthusiastic
- Valid CPR/AED Pro certification through recognized accrediting body preferred
- Valid First Aid/RTE certification through recognized accrediting body preferred
- 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 responsibility, timeliness, organization, attendance and most importantly, professionalism

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Training

- 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

Supervise Participants

- Problem solve and intervene directly with youth in groups
- Maintain adequate staff to participant supervision during all activities and trips

Facilitate After School Activities

- Design and implement unit-based curriculums
- Must facilitate group management and activities based on daily activities
- Work collaboratively with co-workers
- Know and follow daily in-house, school pick up, trip schedules and procedures
- Create a group culture of positive group cohesiveness

Ensure Safety

- Must be able to supervise a group of children and participate in activities and trips; provide and maintain a safe working environment.
- Maintain adequate supplies in first aid and safety kits
- Maintain medical and emergency contact information for each participant
- Responsible for maintaining daily log of all incidents/ injuries
- Prepare attendance reports and other reports as required
- Know and adhere to all regulations and procedures outlined in safety plan

Other

- Communicate regularly and appropriately with parents
- Complete all necessary paperwork that is required
- Come to ready to work with a positive attitude
- Supervise and evaluate youth staff
- Other assignments as required

HOW TO APPLY:

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position 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 “**Group Leader**” to Felice Jackson at fjackson@grandsettlement.org

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.