

JOB DESCRIPTION

ACTIVITY SPECIALIST—DANCE OR STEP

New York City Mission Society helps children, youth, and families in New York City's poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs.

Program Description: New York City Mission Society's Power Academy is an after-school program dedicated to cultivating the personal growth and educational advancement of all of our elementary school aged participants. With a curriculum focused on academic enrichment, community service, cultural enrichment, the arts, recreation, and character education, Power Academy reinforces school-day learning in a safe and healthy environment. Programming is provided after school, on school holidays, and during the summer.

Title: Activity Specialist—Dance or Step/HVA

Reports to: Program Manager/Asst. Program Manager

Location: PS 175—175 W. 135 St. Manhattan, NY 10030

Salary: \$25.63 per hour

Hours: 6-10 hours per week. Schedule to be determined

Basic Function: Activity Specialist will work with Mission Society management and school staff to develop and facilitate relevant program activities in a specific field of expertise. Literacy, numeracy and school-day curriculum topics will be reinforced by using vocabulary, reading, writing, and physical activities.

Responsibilities:

- Responsible for teaching students dance or stepping
- Explain and demonstrate stepping techniques and movement
- Provide developmentally appropriate engaging activities in dance or step
- Choreograph and direct dance or step performance
- Prepare activity specific curriculum, materials, and hand-outs
- Participate in all staff meetings and activities
- Coordinate project-based outcomes with students that will be presented to parents and/or program participants
- Attend all training designated by funders and Program Manager
- Develop and complete weekly lesson plans
- Record and maintain attendance records
- Report performance concerns to Program Manager and/or Assistant Program Manager
- Other duties as assigned

Qualifications:

Possess a High School Diploma and one year of experience facilitating activities, including dance or step, with students in an elementary or middle school. Associates Degree preferred.

General Requirements: All staff are expected to be committed to the mission, vision, and values of Mission Society.

Apply: Interested and qualified individuals should forward their resumes with cover letter to **HR@nycmissionsociety.org**. Include in subject line **Re: Activity Specialist—Dance or Step/HVA**.

Visit our website at www.nycmissionsociety.org.

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.