

JOB DESCRIPTION

GROUP LEADER

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.

- Title:** Group Leader, Power Academy After-School Program
- Basic Function:** Facilitate implementation of program activities for a group of elementary school-aged after-school participants while creating a nurturing environment that fosters the creativity and educational advancement of the children.
- Location:** Various locations in Harlem and the Bronx (*please indicate preferred location, if any*)
- Hours:** Part-time: 15 - 20 hours per week, September through June

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.

Principal Responsibilities:

- Create a supportive and nurturing group environment for students.
- Accountable for the safety and well-being of students at all times.
- Supervise and monitor students during all program activities and transitions on-site and off-site.
- Facilitate academic enrichment programming for students in a group setting.
- Provide age-appropriate activities according to each site's program activity schedule.
- Provide one-on-one homework help.
- Develop and implement lesson plans.
- Prepare materials and hand-outs for lessons.
- Keep accurate records on attendance, sign-out, accidents, and incident reports.
- Create and coordinate student performances as needed.
- Attend team and group supervision meetings.
- Interact with and report to parents on a daily basis at dismissal.



- Establish good working relationships with youth workers and other program staff and members of the school staff and leadership team.
- Attend professional development trainings as required by the agency and program contract.
- Other duties as assigned.

Qualifications:

- Minimum Associate's Degree in a related field or two years of experience working with students (elementary or middle-school aged) required.
- Must have strong interest in working with children.
- Must have the ability to work collaboratively with a wide range of program and school staff.
- Must have excellent communication (written and verbal), interpersonal, organizational, and administrative skills.
- Experience overseeing a group of young people required.
- Experience creating lesson plans preferred.

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

Salary & Benefits: Hourly wage between \$16.50 per hour, based on qualifications, experience, and fit.

Apply: Interested and qualified individuals should forward their resumes with cover letter to HR@nycmissionsociety.org, or Fax to 212-979-5764. **Include in Subject Line: Re: Group Leader, Power Academy.**

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.