

JOB DESCRIPTION

YOUTH WORKER – MIDDLE SCHOOL

Founded in 1812, NYC Mission Society is in its third century of providing programs and services to youth in underserved communities. Today, our educational, cultural enrichment, and workforce development programs make a positive, long-term impact on youth in the City's most underserved communities by promoting academic achievement and providing career opportunities. Each year, we serve more than 2,000 children and families throughout New York City with our programs, supportive services, and community events. 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: Youth Worker, Middle School After-School Program

Basic Function: Facilitate implementation of program activities for a group of middle school-aged after-school participants while creating a nurturing environment that fosters the creativity and educational advancement of the children.

Location: HVA – 244 West 144th Street New York, NY 10030

Hours: Part-time: 15 hours per week (Mon./Tues./Thurs./Fri.- 3:30-6pm. & Wed.-1-6pm)

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 6th to 8th grade 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 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 their group.
- Provide one-on-one homework help.
- Develop and provide age-appropriate activities according to the program activity schedule.
- Develop and implement lesson plans.
- Work in collaboration with the assigned activity specialist.
- Keep accurate records on attendance, sign-out, accidents, and incident reports.

- Interact with and report to parents on a daily basis at dismissal.
- Create and coordinate student performances.
- Attend team and group supervision meetings.
- Interact with teachers and school leadership team.
- Attend professional development trainings as required by the agency and program contract.
- Other duties as assigned.

Qualifications:

- Minimum high school diploma or equivalent, or substantial experience working with children (elementary or middle school aged). If high school diploma or equivalent has been obtained, experience with children is still preferred though not required.
- Associate's Degree or college credits preferred.
- 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 preferred.

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

Salary & Benefits: \$15.75 per hour.

Apply: Interested and qualified individuals should forward their resumes with cover letter to HR@nycmissionsociety.org. **Include in Subject Line: Re: HVA Youth Worker, 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.