



Job Description

Title:	Group Leader	Full-Time/ Part-Time:	Part-time
Department	School Aged Services	Hourly/ Salary:	Hourly
Work Schedule:	Up to 25 hours per week	Regular/Seasonal/Temporary:	Seasonal
Exemption:	N/A	FLSA Classification:	Non-Exempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary

The primary function of the Group Leader is to assist and lead group activities that provide a safe and engaging learning environment. The program is delivered through a comprehensive menu of services including thematic based learning projects that integrate educational enrichment, visual and performing arts, clubs and sports.

Qualifications:

- High School diploma; Associate Degree in Human Services or Child Development, or a related field is preferred
- One year of experience working with children in a child care or education setting.
- A resourceful team-player, with the ability to also be extremely effective independently.
- Able to display proper time management skills; I.E. making it to the program on time, helping the kids transition to different program areas on time.

Primary Duties:

General function:

- Plan, implement and document successful educational, recreation and arts activities with school-aged children.
- Actively engage children with the goal of fostering the positive development of each child and the group.
- Keep a consistent headcount on all children present at site; communicate changes with the Program Director as needed.
- Ensure that the children are respectful of the space and property.
- Assist in maintaining clean-up schedules and ensure that clean-up is done every day.
- Report on attendance, absences and emergency information on each child as required and in a timely manner.
- Adhere to Isaacs Center Afterschool Policies and Procedures Manual; comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.
- Actively participate in all aspects of staff development, including weekly supervision, team meetings, and training during the school year.

Interacting with children:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive discipline; teach and redirect, express clear expectations and hold children accountable for adhering to them.
- Help children to develop a positive self-esteem and sense of self-worth.
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility.

- Show consistency with gaining the children's attention as well as redirecting the children by using calls or hand signals.

Stanley Isaacs Center is an Equal Opportunity Employer / Program

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