

Title:	Group Leader	Full-Time/ Part-Time:	Part-time
Department	School Aged Services	Hourly/ Salary:	Hourly
Work Schedule:	Up to 29 hours per week	Regular/Seasonal/Temporary:	Seasonal
Exemption:	N/A	FLSA Classification:	Non-Exempt
Organization Overview:			
<p>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.</p>			
Position Summary			
<p>The primary function of the Group Leader is to assist with group activities that provide a safe and engaging learning environment at the Johnson Cornerstone. 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.</p>			
Qualifications:			
<ul style="list-style-type: none"> • High School diploma and one year of experience working with children in a child care or education setting • Associate Degree in Human Services or Child Development, or a related field is preferred • Experience with developing lesson plans, a plus • A resourceful team-player, with the ability to also be extremely effective independently 			
Primary Duties:			
<p><i>General function:</i></p> <ul style="list-style-type: none"> • Plan, implement and document successful educational, recreation and arts activities with school-aged participants. • Actively engage participants with the goal of fostering the positive development of each participant and the group. • Ensure that the participants are respectful of the space and property. • Report on attendance, absences and emergency information on each participant 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 participants and staff. • Actively participate in all aspects of staff development, including bi-weekly supervision, team meetings, and training during the school year. <p><i>Interacting with children:</i></p> <ul style="list-style-type: none"> • Consistently demonstrate positive interaction with all participants and treat them with dignity and respect. • Consistently demonstrate positive discipline; teach and redirect, express clear expectations and hold participants accountable for adhering to them. • Help participants to develop a positive self-esteem and sense of self-worth. <p><i>Interacting with parents:</i></p> <ul style="list-style-type: none"> • Establish positive relations with parents and communicate with them regularly regarding program information, schedule changes and permission slips. • Encourage parents to participate or volunteer in special events or on field trips 			

The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Updated 1/2018