

## Job Description

Title:	Evening/Weekend Supervisor	Full-Time/ Part-Time:	Part-time
Department	Youth Services	Hourly/ Salary:	Hourly
Work Schedule:	Up to 15 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

In this role the primary function of the Evening/Weekend Supervisor is responsible for managing the facility during their shift, including room setups, ensuring all required data is collected and providing a safe secure environment for all participants and guests.

### Qualifications:

- Associate Degree preferred
- A resourceful team-player, with the ability to also be extremely effective independently
- Prior experience working in a community based organization
- Familiarity with DYCD Cornerstone programs, a plus
- Prior experience working directly with youth, young adults and community residents
- Excellent communication skills; must pay attention to details
- Must be able to be able to lift and move objects that are 10lbs and up

### Primary Duties:

#### General function:

- Review daily schedule and prepare all rooms to accommodate community or program event/activities
- Supervise evening/weekend staff
- Ensure that all facility security and closing procedures are completed at the end of shift
- Maintain visibility at activities/programs taking place in the center
- Assist the Assistant Director with data collection
- Ensure that all setup arrangements are completed prior to the start of scheduled activity
- Adhere to the agency's dress code policy with provided agency shirts
- Maintain the agency's policies and procedures

#### Interacting with Members:

- Consistently demonstrate positive interaction with all members and guests; talk to them and treat them with dignity and respect
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility among participants and guests

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.