

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Team Leader
DEPARTMENT:	Youth Services
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	Assistant Director
SALARY:	\$18.00 to \$23.00 hourly. Based on candidate's experience.
SCHEDULE:	2:30 pm – 5:30 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	The Team Leader will be responsible for overseeing day-to-day operations and logistics for assigned groups. The Team Leader will staff performance progress and implement policies and procedures to increase productivity.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Youth development experience required.
- Must have experience teaching and designing curricula.
- Previous experience working with diverse young people.
- Three (3) or more years' experience & expertise working with youth (volunteer experience is acceptable).
- Three (3) or more years' experience coaching, instructing, or facilitating curriculum-based lessons (to youth preferred).
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Checks; Physical w/ updated TB Test (Fees may apply)
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Valid CPR/AED Pro certification through recognized accrediting body preferred.
- Valid First Aid/RTE certification through recognized accrediting body preferred.
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including responsibility, timeliness, organization, attendance and most importantly, professionalism.
- Degree in Management (or currently in college); or training in team leading is a plus.
- Proven work experience as a team leader or supervisor.
- In-depth knowledge of performance metrics.
- Good PC skills, especially MS Excel.
- Excellent communication and leadership skills.
- Organizational and time-management skills.
- Decision-making skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create an inspiring team environment with an open communication culture.
- Set clear team goals and motivate team members to achieve.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation of assigned groups.
- Monitor team performance and report on metrics.
- Discover training needs and provide coaching.
- Listen to team members' feedback and resolve any issues or conflicts.
- Recognize high performance and reward accomplishments.
- Encourage creativity and risk-taking.
- Suggest and organize team building activities as well as plan and coordinate trip activities.

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- Participate in ongoing efforts to advocate for program needs via community coalition building.
- Attend all required department/agency meetings and/or trainings.
- Other/special duties as assigned by supervisor and/or senior staff.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Team Leader" to careers@smelny.org. No phone calls, please.