

JOB DESCRIPTION

POSITION:	Activity Instructor
DEPARTMENT:	Youth Services
LOCATION:	616 Quincy Street, Brooklyn, NY 11221
REPORTS TO:	Assistant Director
SALARY:	\$19.00 to \$45.00 hourly and based on the candidate's experience.
SCHEDULE:	2:30 pm to 5:30 pm (Monday – Friday). This part-time position is performance-based and contingent on funding availability, and until the end of the school term from which the job posting was made.
JOB SUMMARY:	As part of our Youth Services Department's vision, all Youth Services Staff will assist in promoting growth, leadership, and positive self-image in the students we serve. Activity Instructors will aid in the day-to-day functioning of the program and ensure that youth are learning and building hard skills. The Activity Instructor will enrich students through academic learning and foster personal development and leadership skills. The population will range between elementary and middle school-age students. In addition, the instructor will develop and implement high-quality hands-on project-based lesson plans aligned to Common Core Standards for ELA, Math, Science, and Technology. In the end, students will be able to gain a deeper understanding and reinforce existing knowledge of science and science/math-related career paths.

EDUCATION, EXPERIENCE, AND REQUIREMENTS:

- High School Diploma required; College Degree Preferred.
- Three (3) or more years' experience working with youth (volunteer experience is acceptable).
- Three (3) or more years' experience teaching or mentoring in school-based setting and/or related fields.
- Working knowledge of computer programming (optional but preferred).
- Valid CPR/AED Pro certification through a recognized accrediting body preferred.
- Valid First Aid/RTE certification through a recognized accrediting body preferred.
- Candidate must be responsible, personable, energetic, enthusiastic, organized, and demonstrate positive communication skills.
- Candidate must complete the following: NYCPS & NYSDOH Fingerprinting Screening, New York State Clearance Review Background Check, 3 Reference Checks, and Physical with/ updated TB Test (*Fees may apply*).
- Candidates must communicate effectively with all students while remaining professional and motivate the students while setting an example in all areas, including timeliness, attendance, and professionalism.
- If offered the position, submit a \$25 fee for NY State Clearance Review.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Presents learning materials and conducts instructional exercises.
- Tutor individual students and small groups of students to reinforce and follow-up learning activities.
- Leads students in drill, practice, and study activities as a follow-up to the presentation of instructional concepts by regular school day instructional personnel.
- Directs students into safe learning and play activities and functions, and shapes appropriate social behaviors.
- Manages student behavior through use of positive reinforcement strategies and techniques.
- Assists certificated staff with preparation of a variety of instructional materials and learning aids for use with individual or small groups of students.
- Operates and assists students in the operation of a variety of instructional media machines and equipment.
- Administers routine first aid and requests assistance for nonroutine injury or illness.
- Maintain classroom space and recreational space in an organized and clean fashion.
- Participates in parent conferences, as requested.
- May assist in making community resources available to students and/or families.

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- Supervise all participants in a group setting.
- Partner with local organizations and facilities to maximize resources and build capacity.
- Responsible for maintaining a daily log of all incidents/ injuries.
- Chaperone youth group during trips, special events, and other activities.
- Communicate with supervisor regarding design and implementation of programs.
- Create and follow through on lesson plans and planning of program-based curricula.
- Prepare participants for the STEM Day in May.
- Call parents regarding student performance and address parent concerns.
- Attend all required meetings and training.
- Other/special duties 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 “Activity Instructor” to careers@smelny.org. No phone calls, please.

Specialty components: Business, Entrepreneurship, Leadership, Robotics, Athletics, Dance, Culinary Arts, Fine Arts & Creative Expression, and STEM/Lego Robotics.