

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Group Leader
DEPARTMENT:	Youth Services
LOCATION:	130 Rochester Avenue, Brooklyn, NY 11213
REPORTS TO:	Assistant Director
SALARY:	\$17.00 to 20.00 hourly. Based on candidate's experience.
SCHEDULE:	8:00 am to 2:30 pm or 2:30 pm to 6:00 pm depending on the program approval. (Monday – Friday). This position is performance-based and contingent upon the availability of funding.
JOB SUMMARY:	As part of the Youth Services Department, all staff are committed to advancing SMEL's mission by fostering growth, leadership, and positive self-esteem among youth across all Stimulating Minds through Entrepreneurship and Leadership program sites. Staff are expected to create and maintain a safe, inclusive, and engaging learning environment where every young person is encouraged to learn, grow, and succeed. Through a balanced approach that includes academic support, homework assistance, literacy and math enrichment, recreational activities, and hands-on learning experiences, staff help participants strengthen their academic skills, build meaningful relationships, and develop the confidence, character, and leadership abilities needed to thrive both in and outside the classroom.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High school diploma or equivalent required; associate's or bachelor's degree in education, youth development, or a related field preferred.
- Minimum of three (3) years of experience working with youth in educational, recreational, or community-based settings; relevant volunteer experience may be considered.
- Experience developing, implementing, and facilitating curriculum-based lessons and enrichment activities required.
- Demonstrated experience working effectively with diverse youth populations and creating inclusive, engaging learning environments.
- Energetic, personable, dependable, and enthusiastic, with a genuine passion for youth development and education.
- Strong classroom management, communication, and interpersonal skills, with the ability to motivate students while modeling responsibility, professionalism, organization, punctuality, and integrity.
- Must successfully complete all pre-employment requirements, including:
 - New York State Department of Health (NYSDOH) fingerprinting (if applicable)
 - New York State Clearance Review background check
 - Three (3) professional reference checks
 - Pre-employment physical examination with an updated tuberculosis (TB) test (fees may apply)
- Employees assigned to a School-Age Child Care (SACC) licensed site must submit the required \$25 New York State Clearance Review fee upon hire.
- Employees assigned to a New York City Public Schools (NYCPS) site must submit the required fingerprinting fee (currently \$101.75) upon hire.
- Current CPR/AED certification from a nationally recognized certifying organization is preferred. Employees who do not hold certification at the time of hire must obtain it within 30 days of employment as a condition of continued employment.
- Current First Aid certification from a nationally recognized certifying organization is preferred. Employees who do not hold certification at the time of hire must obtain it within 45 days of employment as a condition of continued employment.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Professional Development

- Complete all required School-Age Child Care (SACC) training, including 15 hours of mandated professional development within the first three months of employment.
- Attend all required agency-wide professional development sessions, including a minimum of two mandatory trainings each year.
- Participate in ongoing training opportunities to enhance instructional practices and youth development skills.

Participant Supervision

- Provide active supervision and ensure appropriate staff-to-participant ratios during all program activities, field trips, and transitions.
- Foster positive behavior by using effective conflict resolution and behavior management strategies.
- Build positive relationships with participants while creating an inclusive, respectful, and supportive group environment.
- Supervise, mentor, and evaluate youth staff, volunteers, or program assistants, as assigned.

Program Planning & Facilitation

- Develop and facilitate engaging, age-appropriate lesson plans, unit-based curricula, and enrichment activities aligned with program goals.
- Create instructional materials and grade-level worksheets that support academic enrichment and hands-on learning.
- Lead daily activities while effectively managing participant engagement, group dynamics, and classroom behavior.
- Collaborate with colleagues to plan, coordinate, and deliver high-quality programming.
- Follow all daily schedules, including school pick-up procedures, activity rotations, and field trip protocols.
- Foster a positive group culture that encourages teamwork, leadership, respect, and personal growth.

Health & Safety

- Ensure the safety and well-being of all participants by maintaining constant supervision and adhering to all agency and regulatory safety policies.
- Maintain current participant medical records, emergency contact information, and required health documentation.
- Inspect and restock first aid and emergency supplies as needed.
- Accurately document and report all incidents, injuries, attendance, and other required program records promptly.
- Understand and follow all emergency preparedness, risk management, and safety procedures.

Communication & Administration

- Maintain regular, professional, and respectful communication with parents, guardians, school personnel, and SMEL staff.
- Complete all required reports, documentation, and administrative paperwork accurately and on time.
- Report to work prepared, punctual, and ready to contribute with a positive, professional attitude.
- Perform additional duties and special projects as assigned to support the success of the program and SMEL's mission.

EOE

HOW TO APPLY:

Please submit a cover letter describing how your skills, experience, and qualifications align with the responsibilities of the **Group Leader** position, along with your current resume. Include the names and contact information for three professional references, including at least one former supervisor. Email your application materials to careers@smelny.org with the subject line "**Group Leader.**" No phone calls, please.