



## JOB DESCRIPTION

<b>POSITION:</b>	Program Aide
<b>DEPARTMENT:</b>	Youth Services
<b>LOCATION:</b>	187-01 Foch Blvd, Queens, NY 11412
<b>REPORTS TO:</b>	Program Director
<b>SALARY:</b>	\$18.00 to \$22.00 hourly. Based on candidate's experience.
<b>SCHEDULE:</b>	11:15 am to 1:15 pm or 2:30 pm to 6:00 pm depending on the program approval. (Monday – Friday). This position is performance based and is also contingent on funding availability.
<b>JOB SUMMARY:</b>	As part of our Youth Services Department's vision: all Youth Services Staff will assist in promoting growth, leadership and positive self-image in all young people at all of our Stimulating Minds through Entrepreneurship and Leadership locations. Group Leaders will promote and develop a safe and engaging learning environment for youth. Homework help, recreational activities, literacy and math lessons are integral parts of this activity. In the end, students will be able to maintain an academic focus while engaging in hands on learning with classmates and fellow peers.

### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School diploma a must, college degree preferred.
- 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Training*

- Must complete 15 hours of trainings as per school age child care requirements within the first three months of hire and attend two mandatory agency-wide Professional Development trainings.

#### *Supervise Participants*

- Problem solve and intervene directly with youth in groups.
- Maintain adequate staff to participant supervision during all activities and trips.

#### *Facilitate Day/After School Activities*

- Design and implement unit-based curriculums and lesson plans.
- Design applicable worksheets for scheduled grades.
- Must facilitate group management and activities based on daily activities.
- Work collaboratively with co-workers.
- Know and follow daily in-house, school pick up, trip schedules and procedures.

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

- Create a group culture of positive group cohesiveness.

## ***Ensure Safety***

- Must be able to supervise a group of children and participate in activities and trips; provide and maintain a safe working environment.
- Maintain adequate supplies in first aid and safety kits.
- Maintain medical and emergency contact information for each participant.
- Responsible for maintaining daily log of all incidents/ injuries.
- Prepare attendance reports and other reports as required.
- Know and adhere to all regulations and procedures outlined in safety plan.

## ***Other***

- Communicate regularly and appropriately with parents.
- Complete all necessary paperwork that is required.
- Come to ready to work with a positive attitude.
- Supervise and evaluate youth staff.
- Other assignments as required.

## **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 "Program Aide" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.

*Please be advised that job offers can only be made once your clearances come through*