

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Program Aide
DEPARTMENT:	Youth Services
LOCATION:	130 Rochester Avenue, Brooklyn, NY 11213
REPORTS TO:	Chief Executive Officer
SALARY:	\$17.00 to 22.00 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.

SMEL | Stimulating Minds through Entrepreneurship and Leadership

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participant Supervision

- Provide active supervision of participants, ensuring a safe, positive, and inclusive environment at all times.
- Effectively manage group dynamics by addressing conflicts, resolving behavioral concerns, and promoting positive youth development.
- Maintain appropriate staff-to-participant ratios during all program activities, transitions, and field trips.

Program Facilitation

- Plan, develop, and implement engaging, age-appropriate, unit-based curricula and enrichment activities.
- Facilitate daily program activities while promoting participation, collaboration, and positive group behavior.
- Collaborate with fellow staff members to deliver high-quality programming and achieve program goals.
- Follow all program schedules and procedures, including school pick-up, activity rotations, and field trip protocols.
- Foster a welcoming, respectful, and supportive group culture that encourages teamwork, leadership, and personal growth.

Health & Safety

- Ensure the health, safety, and well-being of all participants by providing continuous supervision during program activities and off-site trips.
- Maintain fully stocked first aid and emergency supplies.
- Keep participant medical records and emergency contact information current and readily accessible.
- Accurately document attendance, incidents, injuries, and other required program reports promptly.
- Adhere to all agency policies, safety protocols, licensing requirements, and emergency procedures.

Communication & Administration

- Maintain regular, professional communication with parents, guardians, school personnel, and fellow staff.
- Complete all required documentation, reports, and administrative paperwork accurately and on time.
- Report to work prepared, punctual, and ready to contribute with a positive, professional attitude.
- Supervise, mentor, and evaluate assigned youth staff, volunteers, or program assistants.
- 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 **Program Aide** 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 "**Program Aide.**" No phone calls, please.