

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Activity Specialist
DEPARTMENT:	Youth Services
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	Assistant Director
SALARY:	\$20.00 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:	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 we serve. Our Activity Specialists will assist in the day-to-day functioning of program and ensure that youth are learning and building hard skills.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma required; College Degree Preferred.
- Must have 3+ years' experience working in specialized field.
- Must have experience working with and devising curricula around specialization.
- Ideal candidate has previous experience with classroom instruction and/or facilitating lessons in specialized fields.
- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Check; Physical w/ updated TB Test (*Fees may apply*).
- 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 timeliness, attendance and most importantly, professionalism.
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Candidates must be able to communicate effectively with all staff and participants while remaining professional at all times.
- Must demonstrate timeliness, attendance and most importantly, professionalism.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff and public in a courteous manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Responsible for supervising all participants particularly during special activities.
- Responsible for maintaining classroom space in an organized and clean fashion.
- Responsible for maintaining daily log of all incidents/ injuries.
- Chaperone youth group during trips and other field activities.
- Assist with all aspects of programming (i.e. following organizations mission; supervising all youth, working collectively and communicating with all staff).
- Administrative duties include: follow up calls to parents.
- Attend all required department/ agency meetings and/ or trainings.
- Create lessons and curriculum around specialty.
- Implement and facilitate projects and recreational activities for school year or summer camp.
- Take initiative to assist program participants and group leaders as seen fit.
- Maintain program supplies and proper use of all.

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- Help enforce all rules and regulations and codes of conduct.
- Other duties as assigned.

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 Specialist” to careers@smelny.org. No phone calls, please.

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

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