



STATUS: Part-Time, Non-Exempt

SALARY: Hourly rates are commensurate with experience, Minimum rate of \$15 per hour

SCHEDULE: Some availability Mon –Fri for after-school hours (2:15-5:45P) and/or evening hours (6- 9:30P) and/or Saturdays (9A – 5P); totaling a minimum of 6 and a maximum of 19 hours per week

QUEENS COMMUNITY HOUSE BEACON PROGRAMS

JOB POSTING - GROUP LEADERS AND ACTIVITY SPECIALISTS

Queens Community House (QCH) serves residents of all ages, races and ethnicities while supporting the viability of neighborhoods and of Queens. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities. Each year, we help thousands of Queens residents to thrive in school and make healthy life choices, to succeed in educating themselves and become engaged neighbors, to stabilize their housing situation, and to make the most of their senior years. Today, we provide programs for residents in 29 program sites in 14 neighborhoods across Queens

Beacon programs are collaborative school-based youth and community development centers serving children age six and older, and adults of all ages. The Beacon operates Monday-Friday from 1:30PM-9:30PM, Saturdays from 9AM – 5PM, and during school holidays, school recesses and in the summer from 8AM to 6PM. Our Beacon is designed to help young people develop the skills and the mindset they need to succeed in their educational and career settings, and to become active participants and leaders in their community.

We are seeking passionate, motivated, eager to learn Group Leaders and Activity Specialists to actively supervise, engage and develop youth participants in grades ranging from Kindergarten-12th.

Responsibilities:

- Actively monitor, engage and ensure safety of participants during all program activities, including pick-up, snack, transitions, field trips, clubs, activities, and dismissal.
- Design and lead enriching and developmental activities for youth (sports, games, literacy, arts and crafts, theatre, field trips, etc.).
- Develop and implement age-appropriate curriculum; submit sequenced lesson plans in advance.
- Demonstrate professional and appropriate communication with teachers, staff, and other stakeholders.
- Engage with youth and use appropriate strategies to defuse inappropriate behavior and encourage positive interactions.
- Demonstrate effective positive classroom management strategies.
- Ensure proper care of all area materials, organize room and report any misused or damaged materials to a supervisor in order to ensure safety and effective operations.
- Responsible for tracking, completion and timely submission of all program reports relative to this position, including, but not limited to participant attendance, performance, supply requests, lesson plans and timesheets.
- Support organization of special events such as culminating showcases, awards, trainings, and parent meetings as necessary.
- Communicate with direct supervisor about any issues including, but not limited to schedule modifications or important behavioral or environmental difficulties.
- Actively participate in training and professional development to continuously increase knowledge, principles and practices of child and youth development and actively use this knowledge to achieve the goals of the program.



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- Always demonstrate professional behavior. Serve as a positive role model for participants and maintain appropriate and professional boundaries with participants at all times.
- Promote responsible and healthy decision-making among all participants.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.
- Develop social-emotional skills, leadership skills, team-building and self-advocacy among all participants.
- Foster academic and non-academic skills and broaden participant horizons.
- Other duties and special projects as assigned.

Qualifications:

- Minimum of High School Diploma or GED and must be currently enrolled in an institution of higher education.
- Minimum of one year After-school work experience, one full summer camp work experience, or two years of related experience.
- Demonstrated ability to plan and facilitate leadership, community service, civic engagement and/or enrichment activities.
- Ability to develop lesson plans and curricula.
- Must have a commitment to work from a strengths-based and positive youth development perspective.
- Demonstrated attendance and punctuality in meeting required schedule.
- Excellent interpersonal, organizational, and communication skills.
- Ability to maintain confidentiality and use appropriate discretion.
- Ability to meet School Age Child Care (SACC) requirements and obtain clearances including: background checks, fingerprinting by NYC Dept of Health, fingerprinting by NYC Dept of Ed, annual medical clearance and annual TB test documentation.

Locations:

Forest Hills – Beacon @ JHS 190

68-17 Austin St, Forest Hills, NY 11375

Ozone Park - Beacon @ JHS 210

93-11 101st Ave, Ozone Park, NY 11416

Application Method:

We are a passion-led, mission-driven organization – one that looks to continually enrich the lives of our diverse member community. If you would like to join our team, please e-mail a cover letter and your resume to Oswald Araujo: oaraujo@qchnyc.org.

Cover letter should state:

- 1) Why you think you would make a good candidate, including your specific skills, talents and experiences that would contribute to our team.
- 2) Days and times that you are available to work.