

# After-School Coordinator

Homes for the Homeless

Queens, NY

Program Director

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## Job Description

Our transitional housing center in Queens is seeking full-time Afterschool Coordinators to work with either elementary, middle, or high school students, and support the curricula. The core of afterschool programming focuses on literacy, STEM, and the arts. Some projects that have been done in the past are creative writing, urban gardening, and robotics. This is an excellent position for a college student or professional interested in working with K-12 aged students in a unique, eclectic, and mission-driven environment.

**About Homes for the Homeless:** Homes for the Homeless, Inc. (HFH) is a non-profit social services organization operating family shelters throughout NYC that serve as a hub of opportunity for families both residing in shelter as well as those in the neighboring community. On-site programs range from childcare, early childhood education centers, afterschool clubs and programs, and youth recreation activities, such as sports teams, to housing assistance, case management, parenting workshops, career and job vocational training, support groups and substance abuse assistance, and family engagement and recreation events for the whole family. We invite you to visit our website, [www.hfhny.org](http://www.hfhny.org), to learn more about our facilities and programs.

## Responsibilities

- Conduct outreach to recruit more students and participants from the community.
- Work alongside a team of teachers, youth workers, and volunteers.
- Conduct and facilitate curriculum-based lessons and projects with students.
- Planning fun events and trips for students.

- Work to create an intentional, fun learning environment where children thrive.
- Serve as a mentor to students in the classroom, on trips and building relationships which will last a lifetime.

## Qualifications

- BA in Education or a related field.
- Experience leading activities working with school-age children or adolescents.
- Ability to lead academic and enrichment activities that are age-appropriate.
- Group management, problem-solving, and conflict resolution skills.
- Ability to communicate verbally and in writing with polish.
- 10:00am-6:00pm Monday-Friday with occasional weekends. Must be flexible
- Must pass a multi-stage background check.

## Application Instructions

Please apply online for [Afterschool Coordinator](#)

## Additional Information

**COMPENSATION/EEO:** In order to attract and retain a high-performance workforce, Homes for the Homeless offers a dynamic and rewarding work environment, with a focus on ensuring an appropriate work-life balance. In addition to a competitive salary, we provide excellent benefits including comprehensive health insurance (including medical, dental, and vision), an employee-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program, 3 weeks paid vacation, and ample personal and sick leave. Homes for the Homeless is committed to promoting an inclusive organizational environment of dignity and respect. We are an Equal Opportunity Employer (EEO) committed to equal treatment, and prohibit any form of discrimination or harassment based on age, race, religion, creed, color, national origin, sexual orientation, veteran or military status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity and gender expression), disability, predisposing genetic characteristics, marital status, arrest or conviction, domestic violence victim status,

familial status, or any other basis that would be in violation of any applicable federal, state, or local law.

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