

Summer Activity Specialist (Seasonal)

Union Settlement

New York , NY

Teacher

Posted on June 1, 2021

Job Description

The Activity Specialist will be responsible for curriculum development, activity facilitation, and classroom management in organized sports, performing arts (theater, dance, spoken word, etc.), STEM, photography/media/graphic design, visual/creative arts or leadership. We also seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance.

Responsibilities

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- Plan and implement weekly lesson plans related to organized sports, performing arts (theater, dance, spoken word etc.) STEM, photography/media/graphic design, visual/creative arts or leadership after school participants.
- Assist with dismissal and escort students outside of building and across the street to a safe location.
- Create a workshop environment conducive for learning and mastery.
- Lead project-based activities and prepare participants for quarterly presentations, showcases, and performances.
- Produce mandated program reports based on participant's achievements as requested.
- Contact parents/guardians weekly with positive inspirations and log all calls in Google drive.
- Work cooperatively with all staff, community-based organizations, students, and parents.

- Meet with Program Director during bi-weekly one-to-one and submit agenda for meeting three days prior to supervision.
- Participate in special events, staff meetings, USA program committee, monthly Youth Services Department meetings, and all school trips/after-school events.
- Additional duties as assigned by the Site Supervisor, Middle School Program Director, Assistant Director of Youth Services, Associate Director of After-School Programming and Director of Youth Services.

Qualifications

- Bachelor's Degree in Education or related field preferred; at minimum three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Ability to tutor any middle school participant in at least one subject area. Strong verbal, written, clerical, organizational, and problem-solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting. Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

Application Instructions

Please include Cover Letter, Resume, References, and Salary Requirements

Additional Information

Click on the link to visit our careers page.

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&ccld=19000101_000001&type=JS&lang=en_US&selectedMenuKey=CareerCenter