

# **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/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-

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