

**ORGANIZATION:** YWCA of Queens

**POSITION:** Group Leader

Part-Time, non-exempt (8-20 hours per week – contingent upon program needs). Weekdays and some occasional weekends

**LOCATION:** Flushing, Queens, New York

Founded in 1978, the YWCA of Queens (YWCAQ) is a leading nonprofit recognized for providing innovative and measureable improvements for individuals and families in Queens. Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities, skills and resource attainment in our main program areas: Pre-GED and GED, Adult Literacy, Women to Work, Afterschool, Social Services and arts and culture programs. With 2 sites in Flushing and Jamaica, the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

**EXPECTATIONS:**

Reporting to the Afterschool Program Director, the Group Leader serve as instructors during afterschool hours. The elementary school age program operates Mondays through Fridays from 2:00PM to 6:00PM, and serves students in grades 1-5 at our headquarters in Flushing, Queens. One of the DYCD funded COMPASS programs, the program features physical activities, STEAM and other activities that encourage exploration and growth. The Group Leader will be responsible for teaching in one of the STEAM discipline areas. This includes the development and execution of a curriculum, curriculum map, and lesson plans that are aligned with grant mandates and Common Core Learning Standards (CCLS). The Group Leader will also be responsible for assisting the Program Director in planning and implementing several special events throughout the school year. The group leader is a vital member of the afterschool team as he/she will monitor students' academic and social emotional progress, engage with parents and other school constituents.

The ideal candidate for this role is someone who is interested in establishing a career in education and/or youth development.

**Role Responsibilities:**

- Teach one or two courses in the area of STEAM – this includes the development of curriculum and materials that are aligned with the Common Core Learning Standards.
- Manage a cohort of students to ensure effective mentorship opportunities and tracking of students' academic and social emotional progress throughout the school year.
- Supervise students' transition from the school day into the afterschool program, track student attendance, oversee snack distribution, transitions into activities, and dismissal.
- Assist students with homework to ensure it is completed properly and on-time.
- Maintain effective classroom management that encourages full participation and student growth
- Supervise groups of children while maintaining their physical and emotional safety and health

- Diligently track students' daily attendance, behavior, and progress reports.
- Maintain course supplies and keep Program Managers a breathe of course needs and/or challenges
- Establish ongoing communication with Program Director by attending weekly program and team meetings and one-on-one sessions.
- Participate in monthly cross functional program meetings and professional development sessions conducted internally and/or with externally partners.
- Provide assistance with other program needs as they arise
- Engage in program evaluation and continuous improvement discussions to strengthen operations and execute a high quality program.

**Qualifications:**

- A minimum of 1-2 years of college course completion preferably in the field of Education or related field
- A strong academic background in the area of instruction (e.g. Mathematics, Science, English, History, Art, Dance, Technology/Programming, etc.)
- Experience teaching in afterschool programs or academic enrichment settings
- Some working knowledge of Education and Youth Development Frameworks, in addition to the Common Core Learning Standards
- Punctual, keen attention to details, highly organized and capable of positively reinforcing these expectations with students.
- Proficient in utilizing Microsoft Office Suite (primarily Word and Excel) and Google applications.
- Must be flexible, creative, and willing to adapt to the changing needs of students and the program
- Strong strategic, analytical, communication, writing, and interpersonal skills
- Willingness roll up sleeves and get to the bottom of things; to approach challenges with a good attitude and with a sense of humor
- Personal qualities of integrity, credibility, and a commitment to and passion for the YWCA of Queens' mission
- Facility in any one of two languages: Chinese, Korean a big plus
- Experience and desire to work with Immigrant populations a big plus

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

If interested in this position, please send a cover letter, and resume to [mfranco@ywcaqueens.org](mailto:mfranco@ywcaqueens.org) by April 15, 2018.