

Group Leader- COMPASS Summer Enrichment Program

Temporary position: July 5th-July 29th, Monday – Friday 8am-4pm

Founded in 1978, the YWCA of Queens (YWCA) is a leading nonprofit recognized for providing innovative and measurable 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, most of our students and members are immigrants who need culturally accommodating and language appropriate services.

Expectations:

Reporting to the COMPASS Site Supervisor, the Group Leader serves as instructors during Summer COMPASS hours. The summer program operates Mondays through Friday from 8:00AM to 4:00PM, and serves students ages 6-11 years old 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, physical activities, or other activities that encourage exploration and growth. The group leader is a vital member of the summer program team as he/she will monitor students' academic and social emotional progress and engage with parents. The ideal candidate for this role is someone who is interested in establishing a career in education and/or youth development.

Responsibilities:

- Teach one or two activities in the area of STEM, Literacy and other activities that encourage exploration and growth
- Manage a cohort of students to ensure effective mentorship opportunities and tracking of students' academic and social emotional progress throughout the summer program
- Supervise students', track student attendance, oversee snack distribution, transitions into activities, and dismissal.
- Assist students with activities to ensure they are completed properly and on-time.
- Maintain effective classroom management that encourages full participation
- Supervise groups of children while maintaining their physical, emotional safety and health
- Diligently track students' daily attendance, behavior, and progress reports.
- Maintain course supplies and keep Program Coordinator a breath of course needs and/or challenges
- Establish ongoing communication with Program Coordinator by attending team meetings and one-on-one sessions.

- Provide assistance with program needs as they arise

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 instruction of (i.e., Mathematics, Science, English, Technology/Programming, etc.)
- Experience teaching in afterschool programs, summer programs or academic enrichment settings.
- Must show proof of COVID-19 vaccination
- 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 to roll up sleeves and get to the bottom of things; to approach challenges with a good attitude and with a sense of humor
- Demonstrated record of good attendance and punctuality.
- Must be fingerprinted, pass a background check, and provide a medical clearance in order to work in school-age childcare.
- Personal qualities of integrity, credibility, and a commitment to and passion for the YWCA of Queens' mission
- Bilingual in Mandarin and/or Korean a 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.

Submit Resume to compass@ywcaqueens.org