



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: Extended Day Group Leader
Location: WHEDco Middle School ExTRA Extended School Day Program at The Highbridge Green School- MS 361
Reports to: Coordinator of Education and Youth Development- MS ExTRA Program Director

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: In collaboration with the program director, school principal and other key stakeholders, the Group Leader will supervise a group of 25-30 students as they participate in all extended day activities with the WHEDco- MS ExTRA Extended School Day Program at The Highbridge Green School, with special attention to activities that will promote literacy, social justice understanding and service learning.

Responsibilities:

- Under the supervision of the MS ExTRA Director and working with other staff, supervise assigned group of students during extended school day hours;
- Encourage and lead projects that foster academic, cultural and artistic growth;
- Assist in the planning of workshops and special events;
- Attend all required staff/planning meetings;
- Take on special assignments which pertain to the goals and objectives of the MS ExTRA program;
- Maintain attendance log for assigned group;
- Maintain Observation and Incidents logs for group;
- Assist students with homework during scheduled homework period.

Qualifications:

- Minimum two years professional experience working with children in a classroom, after school, or community based environment leading/organizing activities. Substantial volunteer work will be considered.
- Demonstrated interest in the field of education, child development or literacy preferred.
- Familiarity with literacy and whole language teaching methodology desirable.
- Able to work late afternoons and/or evenings.
- Well organized, able to work both independently and collaboratively.
- Bilingual (English/Spanish) a plus.
- Current, active college enrollment or college degree preferred.
- Previous work experience in low-income communities preferred.

Competitive salary based on experience. This is a part-time position.

To respond, send a cover letter and resume to one of the following:

Email: highbridge@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Tiffany Stewart, Coordinator of Education and Youth Development