



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Extended Day Group Leader, South Bronx Early College Academy  
**Location:** Bronx, NY  
**Reports to:** Extended Day Program Director, South Bronx Early College Academy

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](http://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:**

For our team, strong candidates take initiative, are open to coaching, understand our students, and are extremely flexible. For our students, strong understanding of middle school youth, under-served communities, group dynamics, and classroom management a must.

Under the direct supervision of the Extended Day Program Director and Program Assistant, the Group Leader will co-supervise a group of middle school students as they participate in academic and enrichment after school program activities. Expect to be coached in new skills around classroom management, youth development, and working on a team. This is a great opportunity for individuals looking to build their youth management skills.

#### **Responsibilities:**

- Under the supervision of the Extended Day Program Director, and working in conjunction with other staff, supervise assigned group of 24 to 28 middle school students during extended day program hours;
- Model appropriate behavior to participants, and use positive behavior-management techniques with participants;
- Maintain attendance log for assigned group;

- Maintain Observation and Incident logs for group;
- Plan and lead academic activities during scheduled academic period;
- Lead and encourage projects and activities that foster academic, emotional, cultural and artistic growth;
- Encourage students to positively participate in all programming and activities;
- Assist in the planning and implementation of special events;
- Attend all required staff/planning meetings;
- Actively seek out and take on special assignments consistent with the goals and objectives of the extended-day program.

**Qualifications:**

- Minimum two years' professional experience working with children in a classroom, after school, or community based environment leading/organizing group activities. Substantial volunteer work will be considered;
- Demonstrated interest in the field of education, child development or literacy;
- Desire to work in a flexible start-up environment;
- Able to work Monday-Friday 2-5:30 PM;
- 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.

**Competitive pay rate based on experience. This is a part-time, hourly position.**

**To respond, please send a cover letter and resume to:**

**Email: [EDPrecruiting@whedco.org](mailto:EDPrecruiting@whedco.org). (Include "Group Leader" and your name in the subject line.)**

**Mail: WHEDco, 50 East 168<sup>th</sup> Street, Suite 1, Bronx NY 10452 (Attn: Senior Director Education & Youth Development)**