



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Extended Day Group Leader  
**Location:** Highbridge Green School, 200 West 167<sup>th</sup> Street, Bronx NY 10452  
**Reports to:** 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](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of gender, 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:** Under the direct supervision of the Program Director and Program Coordinator, the Group Leader will supervise a group of middle school students as they participate in all Extended Day after school program activities.

**Responsibilities:**

- Under the supervision of the Program Director, and working in conjunction with other staff, supervise assigned group of middle school students during Extended Day program hours;
- Maintain attendance log for assigned group;
- Maintain Observation and Incidents logs for group;
- Assist students with homework during scheduled homework period;
- Lead projects that foster academic, emotional, cultural and artistic growth;
- Co-facilitate weekly STEM activities;
- Encourage students to positively participate in programming and activities;
- Assist in the planning and implementation of special events;
- Attend all required staff/planning meetings;
- Take on special assignments consistent with the goals and objectives of the 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;
- Familiarity with literacy and whole language teaching methodology desirable;
- Able to work Monday-Friday from 2:30-5:30 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, send a cover letter and resume to one of the following:**

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

**Mail:** WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452

**Attn:** Extended Day Program Director, Highbridge Green School