



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: After School Group Leader, PS/MS 218
Location: 1220 Gerard Ave., Bronx, NY 10452
Reports to: After School Program Director, PS/MS 218

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.

Job Summary: Under the direct supervision of the after school program director and program assistants, the group leader will supervise a group of middle school students as they participate in all after school program activities.

Responsibilities:

- Under the supervision of the after school program director, and working in conjunction with other staff, supervise assigned group of 20 to 28 middle school students during after school program hours.
- Maintain attendance log for assigned group.
- Maintain observation and incidents logs for group.
- Assist students with homework during scheduled homework period.
- Encourage and lead projects that foster academic, emotional, cultural and artistic growth.
- Co-facilitate weekly STEM activities.
- Encourage students to positively participate in all after school 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 after school program.

Qualifications:

- Minimum two years' professional experience working with children in a classroom, after school, or community-based environment leading or 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 is desirable.

- Able to work Monday-Friday from 2:00 p.m.-5:15 p.m.
- Well-organized, able to work both independently and collaboratively.
- Bilingual (English and Spanish) is a plus.
- Current, active college enrollment or college degree is preferred.
- Previous work experience in low-income communities is preferred.

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

To apply, please send a cover letter and resume to 218afterschool@whedco.org (include “Group Leader” and your name in subject line).

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.