

Bergen Beach Youth Org & Millennium Development

Immediate Part-time positions for After-school Programs

Position(s): Program Aide and Activity Specialist

Job Description: Are you someone that will enhance the community by cultivating and challenging the minds of today's youth? Can you encourage and support their well being while advancing their participation in all aspects of community life? If so, then this is the job for you!

We are looking for the best and brightest individuals that will share our vision and will bring their positive energy to our programs.

Location: Brooklyn, New York

Salary: Based upon experience and education

Hours: 2PM – 6PM weekdays and/or Saturdays 10AM – 5PM

Job Responsibilities:

- **Supervise participants** while maintaining order, providing a conducive learning environment and ensuring their safety.
- **Activity planning:** Required to plan activities via lesson plans on a quarterly basis.
- **Implement scheduled activities:** Follow descriptions and projected outcomes of above mentioned lesson plans, make sure all materials and supplies are prepared prior to start of activity, record progression of activities.
- **Academic assistance:** Ensure participants grasp homework assignments while assisting and providing instruction/direction.
- **Mentorship:** Serve as a role model to all participants, while leading by example.
- **Meetings:** Participate in meetings with staff and Site Director.
- **Documentation:** Able to use behavior identification tools and other organizational documents.
- **Trainings:** Attend trainings as requested.

Job Requirements/Pre-requisites

- **Program Aide:** Currently in College or possess an Associate Degree.
- **Activity Specialist:** Bachelor's Degree or has a specialty skill that can be implemented into the program.
- Experienced youth/community development worker.
- Strong verbal, organizational, literacy and personal skills.
- Must pass background check.
- Must have a valid passport (US or foreign), driver's license or non-driver id.
- Should have a valid email address that is checked regularly.

To apply: Please submit your resume and cover letter (as a WORD attachment) to the following contact.

Terri Cadet-Donald, OST Supervisor
TCadetDonald@aol.com