

Job Title	SYEP Service Learning Facilitator
PVN ID	LA-1801-002317
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	SYEP Program/Workforce Education Center
Status	Full Time
Hourly Rate	\$20.00
Hour(s) a Week	35
Closing Date	Aug 31, 2018 (Or Until Filled)

General Description

Thirteen (13) positions will be available from June 18 – August 17, 2018. The Service Learning Facilitators report to the Directors of WEC as well as work closely with the Educational Facilitator and the Curriculum Development Specialist in the design, development, oversight and implementation of the SYEP Service Learning Program.

Performance Responsibilities:

- Oversee the Service Learning instructional classroom program which they are assigned
- Oversee the collection of participants' service learning data
- Plan and implement service learning/youth development curriculum
- Maintain files and necessary documentation of student service learning experiences
- Plan and execute field trips related to the service learning curriculum.
- Comply with all requirements of the SYEP service learning program at LaGuardia Community College
- Conduct regular evaluation and assessment of service learning activities
- Assist in the development of reflection activities for program participants
- Guide students in the promotion of social change by providing a deep understanding of how individual actions contribute to the community
- Motivate students to produce a service project that reflects their service learning subject area

Other Duties

- Compile and submit end of program data to Program Coordinator
- Prepare weekly reports for the Program Director

Qualifications

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- College Junior, Senior or Graduate with a major in Education, Human Services or Instructional Technology
 - Passionate about service learning and community service and its potential to engage students in meaningful learning
 - Well organized and have excellent written and oral communication skills
 - Experience with databases and open to using web-based applications
 - Knowledgeable about the Queens community and its needs
 - Must be able to demonstrate a theoretical foundation in the principles and practices of leadership
 - Strong organizational skills
 - Ability to manage multiple priorities
 - Willingness to work and communicate effectively with diverse populations and function as key team member.
 - Ability to work with youth 14-15 years of age
 - Ability to navigate the public transportation system

A background check and fingerprinting are required prior to finalizing an offer of employment.