
Job Title	SYEP Service Learning Facilitator
PVN ID	LA-1904-003042
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$22.00
Hour(s) a Week	35
Closing Date	Jul 20, 2019 (Or Until Filled)

General Description

The Workforce Education Center is an arm of the Division of Adult & Continuing Education at LaGuardia Community College that works with youth ages 14-24 who are in need of an internship, a high school equivalency diploma, community service experience, entry in to the job market or interested in entering college. The Service Learning Facilitator will work with 14 & 15 year old young adults in a classroom setting providing teaching and learning in which students use academic knowledge and skills to address genuine community needs. Twenty (20) positions will be available for an eight (8) week period beginning June 24th-August 16th, 2019. The Service Learning Facilitator will report to the Director of Curriculum Development for Youth.

Performance Responsibilities:

- Responsible for leading 14 & 15 year old youth through a six-week service learning process related to specific topics
- Classroom management of participants over a six-week summer period
- Conduct and coordinate meaningful service learning projects that will afford participants an opportunity to apply conceptual knowledge to real-world situations.
- Plan and schedule trips related to the subject matter
- Chaperon classes to ensure that all participants are learning in a safe, constructive manner

Other Duties

- Responsible for students' folders, including attendance, evaluations and assessments.

- Oversight of two or more classroom assistants

Qualifications

- Associates degree in a related field required or a College Senior.
- Must be interested in one of the service learning topics.
- Ability to build rapport with youth ages 14 & 15
- Interested in working in a culturally diverse setting on a College campus
- Excellent communication and presentation skills
- Computer literate in Microsoft Office and other related technologies
- Comfortable working in a fast-paced environment

A Background check and finger printing are required prior to finalizing an offer of employment.