
Job Title	SYEP Service-Learning Facilitator CareerReady
PVN ID	LA-2103-003940
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Hourly Rate	\$25.00
Hour(s) a Week	35
Closing Date	May 24, 2021 (Or Until Filled)

General Description

LaGuardia Community College is seeking Facilitators for the CareerReady Summer Youth Employment Program (SYEP) 2021, which is an engaging virtual program that will offer youth at Chelsea Career and Technical Education High School, opportunities to learn new skills, explore potential careers and earn money this summer.

Two (2) positions will be available from June 23-August 20, 2021. The Service-Learning Facilitator will report directly to the Senior Project Coordinator for CareerReady.

Service-Learning Facilitators will be responsible for guiding 14 & 15 year old Younger Youth or 16-21 year old Older Youth Summer Participants through a virtual six-week service learning process related to specific topics listed below. We are looking for dedicated professionals who want to work with youth and provide them with an exemplary learning experience in one of a variety of topics. It is expected that the service-learning activities will build partnerships and address genuine community needs. The service-learning activity will be virtual and on-line only.

Topics for this partnership are:

- Science, Technology, Engineering, Art and Math (STEM)
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- Digital Arts & Technology
- Computer Sciences and Information Technologies

Performance Responsibilities:

- Manage a virtual classroom experience with participants over a six-week summer period
- Coordinate and execute meaningful service-learning activities that afford participants an opportunity to apply conceptual knowledge to real-world situations
- Plan for a wide range of effective pedagogical approaches in the discipline to engage learners in the learning process.

- Create an engaging learning environment for participants of different cultural, academic, and social diversity to ensure all participants are participating in a safe, constructive manner
- Responsible for administrative tasks as mandated by the funder such as maintaining students' folders, including student follow-up, attendance/payroll, evaluations and assessments.
- Oversee classroom assistants to ensure that they assist in motivating and encouraging participants to complete tasks and assist with administrative duties.
- Deliver on-line sessions using synchronous and/or asynchronous approaches.
- Complete in a timely manner the submission of program documents.

Other Duties

Qualifications

- Associates degree in a related field required, BA/BS preferred or a College Senior.
- Must be interested in one of the service-learning topics and able to foster learning and dialogue around it.
- Able to manage time in a fast-paced environment.
- Ability to build rapport with youth ages 14 & 15 years of age.
- Interested in working in a virtual culturally diverse setting.
- Excellent oral and verbal communication and presentation skills
- Computer literate in Microsoft Office and other related technologies
- Comfortable working in a fast-paced on-line environment
- Experience with the facilitating experiences with specialized populations such as youth with disabilities, youth with varied learning styles, and youth with individualized education plans preferred

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