

<b>Job Title</b>	Group Leader/Counselor
<b>PVN ID</b>	LE-1708-001999
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$13.50-\$13.75
<b>Hour(s) a Week</b>	13.00-19.00
<b>Closing Date</b>	Oct 10, 2017 (Or Until Filled)

## General Description

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The mission of The Bronx Institute at Lehman College is to enhance educational opportunity by promoting academic excellence for K-20 students. The vision is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on increasing high school graduation with college readiness and other academic services to maximize each student's potential.

Project BOOST (Bronx Opportunities for Out-of-School-Time) is a funded initiative designed to foster academic success and increase students' performance by providing services to middle school students. Project BOOST is a funded New York City initiative awarded by the Department of Youth and Community Development. The Institute collaborates with a Bronx middle school, colleges, organizations, and other service providers in the planning, and delivery of services to (1) foster academic, social, and emotional competencies, and physical well-being; (2) provide opportunities for youth to explore interests and activity; (3) build emotional competencies; (4) provide opportunities for youth to explore interests and creativity; (5) cultivate youth leadership and community engagement; and (6) engage families in the support of the above goals. These goals align with the overarching Bronx Institute mission to focus on improving opportunities for Bronx youth to enter postsecondary education by fostering a "college-going" culture in schools.

We are seeking Activity Specialists, Counselors, and Group Leaders, for the Project BOOST after school program in The Bronx. Activity Specialists, Counselors, and Group Leaders must demonstrate a strong interest in working with youth and have expertise in one or more disciplines or content-specific program activities or subjects such as ELA, STEM subjects, History, performance art, drama, art, or other activity or subject that enriches the experiences of children. Staff must be able to develop lesson plans in their area(s) of expertise.

**Job Location:** Bronx School for Law, Government and Justice located at 244 E 163rd St, Bronx, NY 10451.

**Salary - \$13.50 counselor; \$13.75 group leader**

## Other Duties

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### Duties and Responsibilities:

- Ensure the engagement of children in assigned activities
- Develop weekly activity lesson plans in area(s) of specialty
- Facilitate purposeful activities that foster the development of new skills in children, while reinforcing skills/information previously taught
- Provide strong classroom and behavioral management skills, ensuring that all participants follow agency and program rules
- Assist ***in all activities*** to ensure the orderly operation of the program, inclusive of: ***accompanying students to classroom during school dismissal and facilitating after-school dismissal***
- Attend and supervise children field trips, including those which occur outside of regular program hours ( some Saturdays and possibly some nights)
- Attend all staff meetings and professional development as required
- Demonstrate key competencies including: initiative, teamwork, cooperation, preparedness, professionalism, reliability and a willingness to continuously improve
- Available during after-school hours, generally 2:50 p.m. through 6:05 p.m. Monday , Tuesday, Thursday, and Friday and/or Wednesday from 1:50-5:05pm
- ***Must have a good record of attendance***

## Qualifications

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### Qualities/Qualification Requirements:

- Must have Bachelors or Associate Degree or attending college with appropriate training or certification in their area of specialty
- Minimum of one year experience working with middle school-aged children
- Must have experience in the fields of Dance, Technology, Art, Science, English, Math, Arts & Crafts
- Must have strong classroom management and conflict resolution skills
- Ability to create and implement interactive academic and/or enrichment activities that are age-appropriate
- Must be committed to working with middle school students