
Job Title	After School Program Activity Specialist
PVN ID	LE-2109-004266
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Part Time
Hourly Rate	\$18.00-\$20.00
Hour(s) a Week	12.00-15.00
Closing Date	Nov 27, 2021 (Or Until Filled)

General Description

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 **an activity specialist** for our after school program. S/he will have strong experience in **Arts and Crafts and/or graphic art design**; the activity specialist will also be required to be lead other activities such as boys/girls club and creative writing.

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

Other Duties

- 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
- 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 Monday to Friday
 - Monday, Tuesday, Thursday, Friday: 3pm-6pm
 - Wednesday: 2pm-5pm
- ***Must have a good record of attendance***

Qualifications

- Must have Associate or Bachelor's 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 Arts and/or graphic arts design
- Must have experience in creating & completing lesson plans
- 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