

Bronx House After School Program offers a variety of fun, challenging and engaging activities that allows children to gain beneficial experiences in a safe and structured environment. The program serves grades K-6th. We are looking for **dynamic, enthusiastic, creative and experienced** individuals to work with students and provide them with an engaging and enriching experience. The Group Leader is responsible for supervising and leading a group of program participants from K-6<sup>th</sup> grade and creating and implementing activities that meet the developmental needs of school- age children.

### Group Leader

#### Qualifications:

- At least a Bachelor's degree or in pursuit of a Bachelor's degree preferably in Education, Social Work or related field
- Minimum of two years' working with middle school-age children or youth related services
- Must be available to work Monday- Friday from 2pm – 6:30pm
- Competency in education and youth development
- Exceptional problem-solving and conflict resolution skills
- Strong verbal and written communication skills
- Experience working with children from diverse background and ethnicities
- Ability to work as part of a team within a school community
- Fluency in Spanish a plus
- Excellent social and emotional skills, including positive, caring attitude toward students, family, and staff
- Appreciation of diversity and understanding of the local community.
- Strong commitment to Bronx House's four guiding principles: Quality Programming, Student & Parental Engagement, Retention and Accountability

#### Responsibilities:

- Plan, implement and document successful educational, recreation, youth leadership, community service and arts activities with middle school-aged children
- Adhere to policies and procedures in a proactive manner, making the safety and care of children your primary focus
- Build a positive relationship with each after-school participant in your care, and foster positive connections between participants. Actively engage with children at all times with the goal of fostering the positive development of each child and the group
- Conduct yourself as a professional and representative of the agency with school staff, parents, children and anyone else with whom you come into contact in your role
- Effectively manage assigned group. Maintain and enforce progressive discipline policy

- Model strong classroom and behavioral management skills, ensuring that all participants follow program rules
- Communicate with parents and caregivers regarding progress and problem solving
- Demonstrate key competencies including: initiative, teamwork, cooperation, preparedness, professionalism, reliability and a willingness to continuously improve
- Attend meetings, training workshops and special events, as required.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents to Site Director
- Inspect on a daily basis all facilities, equipment, and supplies and be sure all are accounted for and put away at the end of each day
- Inspect classroom at the beginning of each session and at the end of each session and ensure all classrooms are cleaned
- Serve as a positive role model
- Other assignments, as requested

Email resume to [john@bronxhouse.org](mailto:john@bronxhouse.org)