



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	Futures After School Program		
Job Location:	TBD (Hawkins, Ann, Lafayette, Wilson, Oliver, South, or East Ward Elementary School)		
Job Title:	Group Leader		
Reports to:	TBD	Title:	Site Coordinator

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

The Futures After School Program aims to:

- To provide affordable after school wrap around services for Newark Public Schools students from school 3:05 PM until 5:30 PM, Monday-Friday from January 6, 2020\*-May 31, 2020 for students in Pre-Kindergarten and Kindergarten Grades. \*- *Date subject to change.*
- To ensure these services are executed well with detailed oversight and supervision by the community organization which includes staffing, student enrollment, supervision and program implementation in collaboration with Newark Public Schools, Office of Expanded Learning Time.

**ROLES AND RESPONSIBILITIES**

- Overall supervision of students enrolled in the program & managing classroom behavior
- Maintaining accurate records of attendance
- Engaging with parents regarding student progress and at-home support
- Utilize curriculum to engage students in enrichment activities that include STEM, Health, Art & English modules that are age appropriate
- Track student progress & work with Assistant Director to set goals to further student development goals
- Attend all required trainings as per NJ child care licensing requirements

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Must be passionate about education and/or youth development
- Must have excellent classroom management skills
- Must have a high school diploma or GED

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Futures Group Leader”