



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Summer Arts and Recreation Program
Job Location:	432 Lafayette St, Newark, NJ 07105
Job Title:	Assistant Group Leader
Reports to:	Alexandra Nunez Title: Program Manager

Hours:	FLSA Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: Program Term: July 5, 2021- August 20, 2021/ 25 Hours per week/M-F 8AM- 1PM/ 1PM-6PM
--------	---	---	---

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.

ICC is seeking a Part-time Assistant Group Leader to oversee and manage a classroom of 15+ students in our Summer Arts program. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade K-8) and their families, advancing the goals and mission of the organization. The candidate will be responsible for completing the day-to-day program requirements including, but not limited to: supervision of all child related activities and/or events, overseeing completion of summer packets, assisting Group Leaders in developing and implementing lesson plans, assisting in coordinating a minimum of two service projects, and communicating with program participants.

ROLES AND RESPONSIBILITIES

- Meet all NJ child care program licensing requirements
- Delivery of the Ironbound Summer Arts & Recreational Program goals
- Reporting daily attendance
- Submit weekly journal reports
- Manage daily classroom logistics
- Work with the Group leader to meet program and classroom goals
- Assist in the coordination of enrichment activities
- Attend meeting and trainings
- Others duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- One plus (1+) years’ experience working experience with children.
- Volunteer experience with (house of worship, day-care center, babysitting, nonprofit), a plus.
- Bi-lingual preferred (Portuguese, Spanish, or both optimal).

- Strong organizational and communication skills.
- Must be willing and able to support children of different ages with their summer homework and computer research.
- Desire to work with children.
- Ability to relate to culturally diverse population.
- Ability to do high school level math.
- Must have initiative and think creatively.
- Must be 18 years of age or older.
- Agree to both a criminal and child abuse background check.
- College degree or in process of college degree, a plus.

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 “Assistant Group Leader SARP”