



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Ironbound After School Program
Job Location:	432 Lafayette Street, Newark, NJ 07105 -Ironbound Newark
Job Title:	Floater/Substitute Group Leader
Reports to:	Alexandra Nunez Title: Program Manager

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

ICC is seeking a full-time Floater/Substitute Group Leader for our fall session of our After School program located in the Ironbound area of Newark, NJ. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade 1-6) and their families. The candidate will be responsible for assisting in the supervision of up to 10 school age children and providing activities for students during their breaks. Supervision will entail of assisting students in the day-to-day school virtual programming including, but not limited to: assisting with video conferencing software, ensuring that children are responsive to assignments, engaging student participation, providing students with snack, assisting with class assignments, recording daily attendance, teaching an afternoon activity and ensuring that students maintain academic grades.

ROLES AND RESPONSIBILITIES

- Take students from classroom to classroom.
- Substitute Group Leaders as needed
- Screen students upon entry.
- Clean and disinfect commonly touched areas
- Meet all NJ child care program licensing requirements
- Delivery of the Ironbound After School program goals
- Reporting daily attendance
- Manage daily classroom logistics and ensure students comply with social distance rules
- Comply with program cleaning and Covid-related protocols
- Coordinate enrichment activities

- Attend meetings and trainings
- Assist with Food program logistics and snack distribution
- Assist students with online school programming and ensure their participation
- Attend weekly check-ins with Program Manager
- Other Duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Ability to lift up to 40 lbs
- Prior experience in an education program or youth development program strongly desired
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Proficient in school software such as Webex, Google Meet, and Google Classroom
- Demonstrate effective teamwork skills
- Must have state CHRI check
- Teaching experience strongly preferred
- Understanding of video conferencing
- Food handler's certificate

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 hring@ironboundcc.org with the subject line "Floater/Substitute Group Leader"