



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Summer Plus Program
Job Location:	South Street School & Oliver Street School (Ironbound Newark)
Job Title:	Enrichment Specialist
Reports to:	Title: Site Coordinator

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	Monday – Friday 12 pm – 4:00 pm & 2:00 pm – 6:00 pm
	<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 part-time Enrichment Specialist to work in a five-week school-based summer program located in the Ironbound area of Newark, NJ.

ROLES AND RESPONSIBILITIES

- Bring youth development and education experience to provide quality services to children in grades 1-8.
- Design an exciting and engaging schedule of activities for academic enrichment, remediation, and exploration that meets the needs of students.
- Develop and maintain a schedule for project-based learning, academic enrichment, sports & recreation, career development, service learning and extra-curricular activities.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must have a high school diploma, college degree preferred
- Prior experience in an education program, after school or summer program
- Bilingual strongly preferred – English/Spanish, Portuguese a plus
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Demonstrated effective teamwork skills

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 SummerPlusHiring@ironboundcc.org with the subject line “Summer Plus Enrichment Specialist”