



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Ironbound After School Program
Job Location:	432 Lafayette Street, Newark, NJ 07105 -Ironbound Newark
Job Title:	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 part-time Group Leader for our spring 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 1-8) and their families. The candidate will be responsible for assisting in the supervision of up to 15 school age children and providing activities for students during their breaks. Supervision will entail of providing daily enrichment activities and assisting students in the day-to-day school homework assignments, but not limited to ensuring that children are responsive to assignments, engaging student participation, providing students with snack, recording daily attendance, picking up students from local school and ensuring that students maintain academic grades., manage budget, respond to program concerns and complaints through appropriate problem solving techniques.

ROLES AND RESPONSIBILITIES

- Meet all NJ child care program licensing requirements
- Delivery of the After School program goals
- Review weekly journals
- Manage daily classroom logistics
- Work with the classroom Group Leader and assistant to meet program and classroom goals
- Coordinate service projects
- Complete record of month attendance
- Attend daily meeting and trainings
- Others duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Pick up students from designated school.
- 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
- Plan and develop weekly enrichment activities
- Attend meetings and trainings
- Assist with Food program logistics and snack distribution
- Assist students with homework and other assignments
- Attend weekly check-ins with Program Manager
- Other duties as assigned

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 afterschoolhiring@ironboundcc.org with the subject line “Group Leader”