IRONBOUND COMMUNITY CORPORATION
Job Description Form

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Summer Arts and Recreation Program</th>
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<tbody>
<tr>
<td>Job Location:</td>
<td>432 Lafayette St, Newark, NJ 07105</td>
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<tr>
<td>Job Title:</td>
<td>Assistant Group Leader</td>
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<tr>
<td>Reports to:</td>
<td>Alexandra Nunez Title: Program Manager</td>
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</tbody>
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<tr>
<th>Hours:</th>
<th>FLSA Status</th>
<th>Type of position:</th>
<th>Other comments:</th>
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<tbody>
<tr>
<td></td>
<td>☒ Nonexempt</td>
<td>☐ Full-time ☐ Consultant/Contractor</td>
<td>Program Term: July 5, 2022- August 19, 2022/25</td>
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<td></td>
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<td>☒ Part-time ☐ Intern</td>
<td>Hours per week/M-F 8AM-1PM/1PM-6PM</td>
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**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 afterschoolhiring@ironboundcc.org with the subject line “Assistant Group Leader SARP”