IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name: Summer Arts and Recreation Program

Job Location: 432 Lafayette St, Newark, NJ 07105

Job Title: Group Leader

Reports to: Alexandra Nunez  Title: Program Manager

Hours: FLSA Status ☒ Nonexempt ☐ Exempt

Type of position: ☒ Part-time ☐ Intern ☐ Full-time ☐ Consultant/Contractor

Other comments: Program Term: July 5, 2022- August 20, 2022/ 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 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 to meet program and classroom goals
● Coordinate 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 “Group Leader SARP”