



**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 52-year old 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, community development initiatives and family services.

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. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. 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](mailto:SummerPlusHiring@ironboundcc.org) with the subject line “Summer Plus Enrichment Specialist”