



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

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|---------------|---|
| Program Name: | SummerPlus (Summer Camp) Program                      |
| Job Location: | South St. School & Oliver St. School-Ironbound Newark |
| Job Title:    | Teacher’s Aide  |
| Reports to:   | Title: Program Site Coordinator                       |

|        |   |  |                 |
|--------|---|--|-----------------|
| Hours: | FLSA Status                                   | Type of position:  | Other comments: |
|        | <input type="checkbox"/> Exempt               | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor |                 |
|        | <input checked="" type="checkbox"/> Nonexempt | <input 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 full-time Teacher’s Aide to oversee a 5 week school-based summer camp 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 K-8) and their families. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, daily attendance record keeping, maintaining child care licensing compliance, attending NPS and ICC meetings, preparing program reports including staff evaluations, and coordinating staff trainings.

**ROLES AND RESPONSIBILITIES**

- The day-to-day responsibilities of the Teacher’s Aide include, but are not limited to:
- Supervision of children’s activities
  - Stand for long periods at a time
  - Engage and interact with groups of students
  - Take daily attendance
  - Manage daily program logistics and classroom/activities set up
  - Work with the school administration to meet attendance goals
  - Attend NPS SummerPlus program planning and training meetings
  - Communicate via phone calls with parents/ students to encourage excellent attendance
  - Assist in the overall supervision of students in the classroom and during field trips
  - Others duties as assigned

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Prior experience in an education program or youth development program strongly desired
- 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
- Proficient in Microsoft Office Suite
- Demonstrated effective teamwork skills

### **Core Values**

ICC is animated by a core group of values, including: mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

**Mutual Respect:** We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues.

**Empathy:** We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community, and are constantly searching for ways to improve the lives of those we serve.

**Fairness and Transparency:** We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

**Commitment to Excellence:** We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

**Accountability:** We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

**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 Teacher's Aide"