IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name:	Ironbound After School Program
Job Location:	432 Lafayette Street, Newark, NJ 07105
Job Title:	Assistant Group Leader
Reports to:	Title: Site Coordinator

Hours:	FLSA Status	Type of position:	Other comments:
	☐ Exempt	☐ Full-time ☐ Consultant/Contractor	Monday-Friday, 2:30pm – 6:00pm
	☒ Nonexempt	☒ Part-time ☐ 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.

Our After-School Program mission is to provide, in a safe and nurturing environment, a high-quality education and enrichment program that is holistic, stimulating and engaging in addressing children's needs and supporting their healthy growth and development. The assistant group leader's role is to oversee and manage a group of 20 children in our Ironbound After School Program. The ideal candidate will aid in advancing the goals and mission of the organization.

ROLES AND RESPONSIBILITIES

Responsibilities include but not limited to assisting in caring for the children. Classroom responsibilities include assisting with completion of children's daily homework, snack time and implementation of enrichment activities. Implementation of behavior policies, chaperoning outdoor activities, organizing classroom supplies and communication with the Program Director. Monday-Friday, Hours: 2:30PM-6:00PM unless otherwise adjusted by the Program Director.

The day-to-day responsibilities of the Assistant Group Leader include, but are not limited to:

- Meet all NJ child care program licensing requirements
- Delivery of the After School program goals
- Reporting daily attendance and food program forms
- Manage daily classroom logistics and ensure students comply with social distance rules
- Comply with program cleaning and Covid-related protocols
- Support Group Leader in coordination of enrichment activities
- Attend meetings and trainings
- Supervising students
- Assist Group Leader in creation and implementation of lesson plans
- Others duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Must have state CHRI check, and child abuse check completed
- Experience working with children
- Excellent written and verbal presentation skills
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Proficient in school software such as Google Classroom
- Demonstrate 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. 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"