

OPPORTUNITIES AT CARVER CENTER

Who we are: For 78 years, The Carver Center's purpose has been to Build Brighter Futures for the Port Chester Community. Our Teen Center Program . . .

What we believe in: We measure success one individual at a time, as we are passionate and hyper-focused on improving and transforming lives across all stages of our learning continuum; an ideology that we embrace and practice within our staff, board of directors, and all other members of the Carver family. We intend to continuously elevate our standard of excellence across all facets of the organization, while maintaining our belief in outcome measurement and collective results. We are a culture of 'YES' which encourages free-thinking, risk-taking, and innovation as we strive to meet our mission every day. For more information about Carver and its services, please visit www.carvercenter.org.

The type of Human we are looking for:

Self-starting & self-directing, know how to lead and take ownership of projects and tasks, motivating and mobilizing those around you

Well-rounded/Versatile have the ability to work through a diverse cross-section of responsibilities and tasks

Flexible and resilient the Carver Center has ever-changing needs – the ability to adapt to these needs as the organization evolves and grows

A sense of humor is important in keeping the working environment enjoyable and allowing for people to feel comfortable and happy

Collaborative people are important to the Carver Team because collaboration creates a more educated, skilled and engaged workforce whereby everyone succeeds

Energy and Enthusiasm exciting and engaged

Tact in dealing with sensitive or difficult issues that might arise, the ability to think before speaking and make positive impressions on others

Creativity think outside of the box, be a calculated risk taker

Humility understand and realize that there is always much to learn, be teachable as well as compassionate

Intuition have strong instincts and a high level of emotional intelligence

Self-awareness have a sense of self

Peer Coaches be willing to support one's colleagues and elevate others

Ability to execute and produce

Relentless hunger for success for oneself and the organization!

TEEN CENTER: Carver has an immediate need for a Scholar Program Coach.

Position Overview:

The Carver Center Coach is responsible for partial management of students involved in the Carver Scholar Program. Specifically, the position assumes:

- Responsibility for creating and facilitating workshops
- Supervisory responsibility and mentorship of a group of teens
- Clerical responsibilities relating to the Carver Scholar Program

Agency Wide Duties and Responsibilities:

- Support the shared vision of Port Chester Carver Center

- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Port Chester School District and all other governing agencies

Position Specific Duties/Responsibilities:

- Develop and facilitate workshop series for scholar students
- Provide bi-monthly one-to-one coaching sessions for an assigned group of students
- Facilitate student development of personal and academic SMART goals to be monitored and assessed throughout the year
- Develop and facilitate enrichment opportunities and workshops for scholar students
- Monitor Carver Scholar credit completion and scheduling of activities
- Maintain rosters and attendance through excel and EZ-reports
- Provide students with social-emotional support and mentoring
- Communicate with parents and/or teachers regarding scholar schedules and progress
- Actively monitor study hall and provide academic assistance
- Support the coordination of scheduled events
- Participate in off-site and/or overnight programs

Preferred Qualifications:

- Bachelor's degree in education or related field.
- Experience working with teens in an educational, after school, or summer program settings
- Ability to work effectively with diverse children, staff, parents, and community members
- Conversational or Fluent Spanish
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint
- Valid Driver's License

Carver Center employment policy requires the completion of a full background check prior to hiring.

Training Requirements to Maintain Position:

Attend and participate fully in required staff orientations, all required meetings and professional development sessions, including possible evening trainings, workshops, registration events, etc.

Rate: \$20-22 per hour commensurate with experience.

How to Apply: Send cover letter and resume to: gnocco@carvercenter.org or visit <http://carvercenter.org/job-opportunities/>

