

## JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER

**AFTER SCHOOL PROGRAM:** Carver has an immediate need for part time, after school Facilitators for our Middle School Program (CAP).

**About us:** The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** The Facilitator will ensure the health, safety, and well-being of 6th and 7th grade children participating in after school while facilitating activities including academic support, project-based learning and enrichment as outlined by the Site Director.

**Hours/Schedule Information:** Monday through Thursday, 3-5:30 PM, following the Port Chester School District academic calendar.

### **Position Specific Duties/Responsibilities:**

The Facilitator works to provide a safe and constructive after school experience for an assigned group of children, including:

- Ensuring the safety of all children assigned to the group
- Planning and facilitating purposeful and engaging activities
- Providing academic support with homework and encouraging academic progress
- Encouraging the social and physical development of the children through recreation and Enrichment
- Supervising the afternoon meal
- Collaborating constructively with a co-facilitator, and communicating regularly with supervisory staff
- Supporting a warm and positive bridge to the children’s home and school life
- Serving as a positive role model and upholding professional behavior
- Participating in mandatory training and staff development activities outside of program Hours
- Collecting and submitting data in a timely manner including: meal (snupper) numbers, attendance, recreation times, homework completion and personal time sheets

### **Position Qualifications:**

- Minimum of a High school diploma or GED and prior experience working with children required. Bachelor’s Degree a plus
- Successful experience working with young people in an organized programmatic setting
- A genuine interest in youth development and experience in creating interactive and educational/enrichment activities

- Ability to communicate effectively and respectfully with a broad range of people including school staff and parents
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus

**Training Requirements to Maintain Position:**

- Attend required staff orientation and possible evening/Saturday(s) trainings.

**Physical and Sensory Requirements:**

- Must be able to actively participate in activity with children, this includes but not limited to recreation activities both indoors and outdoors such as running, jumping, playing sports, etc.

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

All staff are subject to NYS requirements regarding School Age Child Care employment. In addition, Carver Center employment policy requires the completion of a full background check prior to hiring.

*Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.*

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

**Rate:** \$22.50 per hour

**Apply through Indeed link:**

[After School Program Facilitator - Port Chester, NY 10573 - Indeed.com](#)