

JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER

AFTER SCHOOL PROGRAM: Carver has an immediate need for part time, after school Floaters 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 Floater will assist the Facilitators with ensuring the health, safety, and well-being of all children participating in the middle school after school program, while assisting in the instruction/direction of children in all or as outlined by the Director.

Hours/Schedule Information: Monday through Thursday, 2:45-5:30 PM, following the Port Chester School District academic calendar.

Position Specific Duties/Responsibilities:

- Maintain communication with CAP Site Director regarding supply needs.
- Assist with attendance records, tracking absences and calling home when needed.
- Assist in supervision of students during arrival, dismissal, transitions, and bussing.
- Collaborate constructively with coworkers and communicate regularly with Supervisory staff.
- Encourage the social and physical development of the children through recreation and teacher enrichment.
- Provide coverage for absent facilitators when needed.
- Maintain communication with Middle School staff and administration.
- Serve as a positive role model and uphold professional behavior.

Position Qualifications:

- Ability to communicate effectively and respectfully with a broad range of people including children, center staff and parents
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to establish priority order of tasks necessary to complete an assignment
- Ability to use trouble-shooting and problem-solving skills
- High school graduate or equivalent
- Experience in the operation of kitchen equipment and food service
- Flexibility, with the ability to adapt to changing circumstances

Physical and Sensory Requirements:

- Must be able to stand, walk, bend, carry, push and use both hands when performing assigned duties.
Must be able to lift at least 30 pound boxes

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 using the following link:

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

PORT CHESTER CARVER CENTER
400 Westchester Avenue, Port Chester, NY 10573