

OPPORTUNITIES AT CARVER CENTER

Carver has an immediate need for an Assistant Youth Facilitator for elementary afterschool programs. We are seeking candidates who are available 3pm-5:30pm, Monday through Friday, following the Port Chester School District academic calendar. Candidates with experience working with young people and families are urged to apply.

Who we are: 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.

The Village of Port Chester's demographics reflect that of large urban cities. The ethnic makeup of Port Chester is 59.4% Hispanic/Latino, 31.6% White, 6.5% African American, 2.1% Asian and 2.1% other. Our community is home to the highest percentage of Latinos (59.4%) and the lowest per capita income of the 44 communities in Westchester County. 67% of children in Port Chester are eligible for free lunch, the fourth highest rate in Westchester County.

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 are crafted to 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 for immigrants (citizenship classes); programs for senior citizens; aquatics and more.

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.

Position Overview:

Carver Center is partnering with the Port Chester School District to facilitate after school programming at its four elementary school sites: JFK, Edison, King and Park. The Assistant Youth Facilitator will:

- Ensure the health, safety, and well-being of all students
- Assist in organizing and managing space, supplies, supervision, activities and students
- Provide students with a fun and supportive afterschool experience
- Assist with arrival and dismissal procedures
- Serving the daily Snupper meal
- Assist with safe transitions to activities, bathrooms and snack

Position Specific Duties/Responsibilities:

The Assistant Youth Facilitator works with the Lead Youth Facilitator, Carver afterschool staff and students to provide a safe afterschool experience for all, including:

- Ensuring the safety of all students participating in activity
- Assisting in managing activities and making sure supplies and materials are prepared
- Ensuring all students are involved in activities
- Cultivating friendships amongst students and modeling respectful and appropriate interactions
- Serving as a positive role model and upholding professional behavior as outlined in the Staff Handbook
- Providing an encouraging atmosphere for homework support

Position Qualifications:

- High School and/or College coursework and/or prior experience working with children preferred
- Interest and experience in creating fun interactive activities that promote educational, artistic, and physical growth
- Ability to communicate effectively and respectfully with a broad range of people including Carver staff, Port Chester school staff, students and families
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: **Bilingual in Spanish a plus**

All elementary sites will be licensed under the Office of Children and Family Services (OCFS), which requires staff to complete 15 hours of OCFS training within the first 6 months of program, and a total of 30 hours of training every 2 years. Staff will also be required to take a Tuberculosis test.

OCFS rules and regulations also require two letters of reference and the completion of a full background check prior to hiring.

Position is contingent on funding.

Training Requirements to Maintain Position:

- Attend required staff orientation and trainings

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.

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.

Pay Rate: \$22.50/hour

How to Apply: Email resume and optional cover letter to Fallen Jean-Baptiste, who will be overseeing afterschool programming, at fjbaptiste@carvercenter.org

PORT CHESTER CARVER CENTER

400 Westchester Avenue, Port Chester, NY 10573

