

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.

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**

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

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 Betzally Espichan, who will be overseeing afterschool programming, at bespichan@carvercenter.org

PORT CHESTER CARVER CENTER

400 Westchester Avenue, Port Chester, NY 10573

