

## **OPPORTUNITIES AT CARVER CENTER**

**Carver has an immediate need for a Floater 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 Floater works with the Carver afterschool staff and students to provide a safe afterschool experience for all, including:

- Ensuring the safety of all students participating in afterschool programming
- Assisting with supervision during arrival, snack and dismissal procedures
- Ensuring all students are involved in activities
- Exhibiting strong communication skills
- Following instructions from Site Coordinator and supports as needed
- Serving as a positive role model and upholding professional behavior as outlined in the Staff Handbook
- Assist with food service components such as: prepping materials, serving food, and clean up as needed.
- Assisting with admin tasks, supply inventory as needed

### **Position Qualifications:**

- 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 Floater will:

- Ensure the health, safety, and well-being of all students
- Be prepared to provide coverage for facilitators and lead activities

- Provide supervision when needed
- Assist Site Coordinator with arrival and dismissal procedures
- Assist Site Coordinator with administrative projects as needed

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 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 Range:** \$20.00/hour

**How to Apply:** Email resume and optional cover letter to Betzally Espichan, who will be overseeing afterschool programming, at [bespichan@carvercenter.org](mailto:bespichan@carvercenter.org)

PORT CHESTER CARVER CENTER

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