



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 training

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. 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.

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

Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

Rate: \$22.50/hour

How to Apply: Email Alex Licea, alicea@carvercenter.org or Daniel Bonnet, dbonnet@carvercenter.org.

PORT CHESTER CARVER CENTER
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