



Carver has an immediate need for a Lead 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 Lead Youth Facilitator 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 activity
- Creating and leading hands-on, fun, engaging and age-appropriate activities
- Preparing activity plans and materials needed in advance
- Ensuring all students are involved in activities
- Collaborating constructively with coworkers, and communicating regularly with supervisory staff
- 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
- Encouraging social development of students
- Providing an encouraging atmosphere for homework support

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 Lead Youth Facilitator will:

- Ensure the health, safety, and well-being of all students
- Effectively organize and manage space, supplies, supervision, activities and students
- Provide students with a fun and supportive afterschool experience
- Delegate responsibilities to the Assistant Youth Facilitator to best support the group

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: \$25/hour

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

PORT CHESTER CARVER CENTER
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