Program Name: Summer Arts and Recreation Program

Job Location: 432 Lafayette St, Newark, NJ 07105

Job Title: Group Leader

Reports to: Alexandra Nunez, Program Manager

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<th>Hours)</th>
<th>FLSA Status</th>
<th>Type of position:</th>
<th>Other comments: Full Time positions - Eligible for Competitive Medical Benefits, Paid Time off, Paid Holidays, and Retirement Fund.</th>
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The Ironbound Community Corporation (ICC) was established in 1969 as a nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is seeking a Part-time Group Leader to oversee and manage a classroom of 20+ students in our Summer Arts program. This position is geared towards a candidate who ideally brings youth development experience to provide quality services to children (Grade K-8) and their families, advancing the goals and mission of the organization. The candidate will be responsible for completing the day-to-day program requirements including, but not limited to: supervision of all child related activities and/or events, overseeing completion of summer packets, developing and implementing lesson plans, coordinating a minimum of two service projects, and communicating with program participants.

**ROLES AND RESPONSIBILITIES**

Responsibilities include but not limited to: assisting in caring for the children, supervising a group of 20 children ages 6 to 13 years old. Working with the Program Manager, implementation of behavior policies, communication with parents, supervising outdoor/indoor activities and communication with Program Manager and Assistant Group Leader. Group Leaders are expected to understand and implement the core mission of Ironbound Community Corporation and the Summer Arts & Recreation Program in their communication with staff, children and families.

Monday-Friday, Hours: 8AM-6PM (2 shifts: 8AM – 1PM, 1PM – 6PM)
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The day-to-day responsibilities of the Group Leader include, but are not limited to:

- Meet all NJ child care program licensing requirements
- Delivery of the Ironbound Summer Arts & Recreational Program goals
- Reporting daily attendance
- Submit weekly journal reports
- Manage daily classroom logistics
- Work with the classroom assistant to meet program and classroom goals
- Coordinate enrichment activities
- Attend meeting and trainings
- Others duties as assigned

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- 1+ years’ experience working experience with children.
- Volunteer experience with (house of worship, day-care center, babysitting, nonprofit), a plus.
- Bi-lingual preferred (Portuguese, Spanish, or both optimal).
- Strong organizational and communication skills.
- Must be willing and able to support children of different ages with their summer homework and computer research.
- Desire to work with children.
- Ability to relate to culturally diverse population.
- Ability to do high school level math.
- Must have initiative and think creatively.
- Must be 18 years of age or older.
- Agree to both a criminal and child abuse background check.
- College degree or in process of college degree, a plus.

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.