IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name: SummerPlus (Summer Camp) Program
Title: Teacher’s Aide
Job Location: South St. School & Oliver St. School-Ironbound Newark
Reports to: Site Coordinator
FLSA Status: [ ] Exempt [X] Nonexempt
Type of position: [X] Full-time (seasonal temporary position) or [X] Part-time
Note that shifts vary: M-F Full Time shifts are; 8AM-3PM or 12:30PM-6PM
Part Time shifts are M-F 8AM-12:30PM, 12:30PM-3PM, or 3PM-6PM.
Substitute Positions are also available*

BACKGROUND
The Ironbound Community Corporation (ICC) founded in 1969 is 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 is seeking a full-time Program Manager to oversee a 5 week school-based summer camp program located in the Ironbound area of Newark, NJ. 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. The candidate will be responsible for the supervision of the day-to-day program requirements including, but not limited to: staff hiring and supervision, daily attendance record keeping, maintaining child care licensing compliance, attending NPS and ICC meetings, preparing program reports including staff evaluations, and coordinating staff trainings.

ROLES AND RESPONSIBILITIES
The day-to-day responsibilities of the Teacher’s Aide include, but are not limited to:
- Supervision of children’s activities
- Stand for long periods at a time
- Engage and interact with groups of students
- Take daily attendance
- Manage daily program logistics and classroom/activities set up
- Work with the school administration to meet attendance goals
- Attend NPS SummerPlus program planning and training meetings
- Communicate via phone calls with parents/students to encourage excellent attendance
- Assist in the overall supervision of students in the classroom and during field trips
- Others duties as assigned

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS
- Prior experience in an education program or youth development program strongly desired
- Bilingual strongly preferred- English/Spanish; Portuguese a plus
- Excellent written and verbal presentation skills
- Strong communication and leadership skills are necessary
- Desire to serve people in need and relate to diverse populations
- Proficient in Microsoft Office Suite
- Demonstrated effective teamwork skills

Equal Opportunity Employer Statement: ICC is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line “SummerPlus Program Manager”