



Position Announcement

With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community. CHLDC also works to advance racial equity. To learn more about our organization, check out our website <https://www.cypresshills.org/>.

Position: Group Leader

*Cypress Hills Local Development Corporation **has openings for part-time Group Leaders** in the Youth and Family Services Elementary and Middle school After School programs*

Our current available programs include:

After School - Elementary and Middle School programs run September to June.

This position is hourly for 15-17 hours per week Monday thru Friday.

Monday - Friday, and typically occur between the hours of 2:00 - 6:00pm

Schedules may vary for AmeriCorps members.

Evening and Saturday Programming - Elementary, Middle School, High School, Adult programs run from September - June.

This position is hourly for 3 - 10 hours per week Monday - Friday between the hours of 6:00 - 9:00pm and/or 3 - 7 hours on Saturdays between the hours of 9:00am - 4:00pm

Summer Day Camp - Elementary and Middle School programs run from July - August.

This position is Monday thru Friday from 8:00am - 6pm. Hours vary by site

Principal Duties:

- Plan, implement and document successful educational, recreation, youth leadership, community service and arts activities with school-aged children.
- Adhere to policies and procedures in a proactive manner, making the safety and care of children your primary focus.
- Build a positive relationship with each after-school participant in your care, and foster positive connections between participants.
- Actively engage with children at all times with the goal of fostering the positive development of each child and the group.
- Conduct yourself as a professional and representative of the agency with school staff, parents, children and anyone else with whom you come into contact in your role.
- Effectively manage the assigned group. Maintain and enforce progressive discipline policy.
- Create a cohesive and effective staff team.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents to the Director.
- Inspect on a daily basis all facilities, equipment, and supplies; be sure all are accounted for and put away at the end of each day; and provide Supervisors with a daily room check in log
- Actively participate in all aspects of professional development, including scheduled supervision, weekly team meetings, pre-service training, and an additional 15 hours of training minimum during the school year.
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change. Perform other duties as assigned as necessary for the

success of the program.

- Other assignments, as requested.

Position Requirements:

- At least 1 year of College, preferably in Education, Social Work or related field.
- 2 year experience working with children in a child care or education setting
- All applicants must be fully vaccinated for COVID-19 at time of submission. Proof of vaccination will be required if offered a position.
- Bilingual (English/Spanish/Bengali) a plus.

Compensation:

- \$18.00 - \$20.00 per hour based on educational and experience level.
- Access to professional development provided by CHLDC and/or external providers
- All part-time employees are eligible to participate in the agency's 403b Tax Deferred Retirement Investment Plan.
- In addition, all part-time employees are eligible to participate in the agency's Commuter Flexible Spending Plan.
- CHLDC also follows the New York City Earned Sick Time Act .

To Apply:

Please forward your cover letter, resume, and three references to: [hiring@cypresshills.org](mailto: hiring@cypresshills.org).

Please list Position Title in the Subject line Three (3) typed reference letters will be required if chosen for the position.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans