



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: Instructor/Activity Specialist

Cypress Hills Local Development Corporation **has openings for part-time Instructors** in the Youth and Family Services Elementary and Middle school After School programs in Cypress Hills and East New York.

Speciality areas we seek to add to our programs:

Performance Arts: theater arts, chorus, dance, music, slam poetry, etc..

Creative Arts: art theory, photography, film, graphic design, mural making, set design, etc

STEM: computer coding, engineering, environmental sciences, technology

Healthy Living: mindfulness, sports, recreation, food & nutrition, etc...

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

Principal Duties:

- Design and implement holistic, engaging and quality after-school curriculum in specific content areas that explore student interests, expand their knowledge and teach basic skills to both students and staff in grades K-8.
- In consultation with the Program Director, prepare a culminating activity to each curriculum, such as a showcase of work, demonstration of skills or a tournament.
- Conduct evaluation of student growth in content area & progress of learning.
- Attend Meetings as requested.
- Conduct yourself as a representative of the Cypress Hills Local Development Corporation.
- Other assignments, as requested.

Position Requirements:

- Bachelor's or Master's degree in content area or formal training in content area/discipline of focus and 2 years College/Teaching Experience.
- Experience working in an after school setting.
- Candidates must be enthusiastic and dedicated to the program's enrichment/youth development goals.
- 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:

- \$30.00 - \$40.00 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