Job Description

Job Title: Group Leader
Location: New York, NY or Bronx, NY
FLSA Status: Part Time, Non-Exempt
Classification: Administrative Support Worker
Department: Alianza
Reports to: Program Director & Program Supervisor
Supervisory Responsibilities: Yes ☐ No ☒

Summary: The Group Leader is responsible for helping participants complete homework and provide academic support and guidance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

• Arrive on time, ready to work, and report to the Program Director or Program Supervisor.
• Track daily attendance and call participants’ guardian when absent.
• Collect report cards and track participants’ academic progress.
• Complete monthly progress forms and submit in a timely manner.
• Notify Program Director of changes in participants’ behavior.
• Provide academic support and guidance, including homework help.
• Provide supplementary assignments and activities to participants.
• Attend weekly meetings with the Program Director or Program Supervisor.
• Attend monthly parent meetings and Agency/Program special events.
• Participate in program recruitment efforts.
• Ensure the cleanliness and presentation of all program spaces.

Position Type and Expected Hours of Work:

This is a part-time position. Work hours are generally 4 hours per day, 3:00 PM to 7:00 PM or 4:00 PM – 8:00 PM, Monday–Friday. In person position unless city mandate for virtual work.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• Ability and patience to work with children and young people, particularly in group settings.
• Remain in a stationary position either working at a computer or monitoring activities.
• Move for long periods, providing instruction and guidance.
• Travel when taking field trips/escorting youth, using public transportation, traverse city streets, ascend/descend stairs, and be exposed to outside weather conditions.

Qualifications

Education and/or experience required:

• HS Diploma or Equivalency; working towards or possessing AA or BA degree a plus.
• At least one (1) year experience working in childcare program.
• Must be at least 18 years old.
• Submit to background checks in compliance with DOE, DYCD, DOH and SACC regulations.

Skills, Licenses, and/or competencies required:

• Excellent interpersonal and communication skills.