

## **FORT GREENE COUNCIL, INC.**

**POSITION: PER DIEM GROUP WORKER**

**PROGRAM: YOUNG MINDS OUT-OF-SCHOOL (OST) TIME PROGRAM**

**HOURS PER WEEK: 15 HPW-3:00 PM TO 6:00 PM;**

### **QUALIFICATIONS**

An Associate's Degree preferably in Education or High School Diploma or equivalent with a minimum of two years' experience working with children, kindergarten age to twelve years. Demonstrate enthusiasm for helping children explore participation in varied recreational and educational activities. Must have good interpersonal skills with staff, parents, and children.

### **RESPONSIBILITIES**

- ❖ Assist with supervision of Program's participants
- ❖ Assist with serving breakfast/lunch/supper to participants
- ❖ Assist participants with homework assignments and other program activities with consultants
- ❖ Participate in Pick up an Safe Passage of participant attending Feeder Schools during school year
- ❖ Attend "In Service Training" offered under the auspices of Agency for Child Development
- ❖ Assist in taking attendance of participants
- ❖ Assist in preparation and timely submission of participants Meal count
- ❖ Ensure parents/guardian sign "Authorization to Pick Up Child" form when picking up participants form program
- ❖ Keep parents/guardians informed of participants progress
- ❖ Report to Group Leader (Head Teacher)

### **TO APPLY:**

Send Résumé and cover letter

To: A. Drew

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**SUBMISSION OF A RESUME DOES NOT GUARANTEE AN INTERVIEW**