

*Strengthening Community, One Person, One Family at a Time*



## **JOB DESCRIPTION**

**Job Title:** After School Educator                      **Classification:** Part-Time - 25 hrs/wk  
**Reports to:** Assistant Manager of School-Age Programs  
**Days/Times:** M-F - 1:45pm – 6:45pm              **Grade:** 9  
**Status:** Non-Exempt (hourly)

### **Summary**

Under the direct supervision of the Assistant Manager, the After School Educator will be responsible to lead, implement, and monitor after school programs for assigned groups of youth in accordance with the direction of the youth department. This is a 10-month position. Successful completion on the 10-month will make the After School Educator eligible to work full-time in the Summer Camp program from June through August each year.

### **Essential Job Functions**

- Lead, implement and monitor youth development programs for assigned groups of youth to include components related to leadership, health and wellness artistic/cultural development, academic enrichment, college/vocational exploration, civic engagement/community service and personal/social development.
- Utilize personal strengths and talents to promote cooperative learning skills among youth participants.
- Maintain and secure accurate student data record for assigned group of youth.
- Encourage parents/guardians participation in classroom activities and other related events/functions.
- Gather all instructional materials required for the classroom curriculum.
- Provide conflict resolution techniques and/or negotiation strategies for participating youth utilizing evidence-based practices.
- Attend mandatory professional development workshops, training and conferences to increase content areas of competencies and meet training requirements of regulatory bodies such as Office of Children and Family Services (OCFS), OSHA, DOH and etc.

**Note: Some mandatory trainings may occur on weekends and school breaks.**

- Understand and implement project-based learning
- Understand and implement the basic concepts of effective classroom management and positive youth development
- Proven reliability reporting to work in a consistent manner
- Proven accountability of self, to staff and youth in the program
- Ability to multi-task and utilize effective time management strategies
- Experience creating and / or implementing effective lesson plans incorporating youth voice in any or all of the following: (social-emotional development, physical activity, leadership, health & wellness, STEM, arts and culture, or other positive youth development competencies)

- Ability to work as a cooperative team member in an after school program setting: working with multiple staff persons
- Write, document and notify supervisor of instances that happen throughout the program day
- Work as a team to plan special events based on program themes
- Monitor and reply to agency email on a daily basis to ensure receipt of pertinent documents and correspondences
- Research and apply youth development strategies to enhance program implementation
- Serve as a positive role model for youth
- Maintain positive and professional interactions with key stakeholders to the program and the agency
- Review and have a basic understanding of updated 2015 School-Age Care regulations
- Have access to consistently reliable transportation
- Adhere to agency dress code for youth workers
- Willingness to perform other duties as assigned by supervisor
- Supports management policies and procedures along with cooperating with and supporting other CPGR employees.

### **Other Job Requirements**

- Develop a comprehensive understanding of OCFS regulations required of a staff member working in a NYS registered program.
- Complete and submit all required health forms and background information prior to starting work in the program and every two years thereafter.
- Ability to get verification of medical clearance (from licensed medical provider) prior to starting work in the program and every two (2) years thereafter.
- Submit verification of TB test (from licensed medical provider) prior to starting work and every year thereafter.
- Complete at least 15 hours of training within the first 6-months of employment and a minimum of 30 hours in a two-year period and all other trainings mandated by NYS OCFS.

### **Physical Elements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, running.
- Must be able to perform light work exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children's activities, and complete records.
- Must be able to occasionally participate in sports and physical activities.
- Employees may be required to travel short distances
- Cognitive capabilities are needed for objective analysis of variable situations.

### **Skills Necessary to Perform Job**

- Demonstrated ability to relate and interact with diverse youth coming from different social, economic and ethnic backgrounds.
- Show commitment to the division's strategic plan and vision.

- Knowledge of youth developmental stages and experience in developing youth programs.
- Ability to understand the development of curiosity, initiative and problem-solving skills in youth.
- Excellent verbal and written communication skills and organizational and interpersonal skills.
- Good computer skills and working knowledge of computer applications such as Microsoft Word, Excel, etc.

**Qualifications**

Associate’s Degree in Childhood Education, Social Work, Recreation or a related field with no additional experience required OR High School diploma or its equivalent AND two years direct experience working with children under 13 years of age.

Must be cleared through an Employee background fingerprint Criminal History Review and the NY State Central Registry. Certification in CPR/First Aid is highly desired as is a valid driver’s license (including ability to be cleared via a driving background check) and access to reliable transportation.

I \_\_\_\_\_ understand the duties and responsibilities associated with the above job description and will inquire to the immediate supervisor with any questions related to the above description. I further understand, that I am responsible to fulfill the duties of the above and seek guidance and support where appropriate to accomplish the duties as outlined above.

\_\_\_\_\_  
Signature (Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Immediate Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Human Resources)

\_\_\_\_\_  
Date

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time, as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce, which mirrors the diversity of recipients of agency services. We are an Equal Opportunity Employer*  
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