



Strengthening Community, One Person, One Family at a Time

JOB ANNOUNCEMENT

Title: CLC-W After School Educator
Supervisor: Coordinator of Youth Services
Work Hours: 32.5 hours/week
(M-F 11:00am – 6:00pm)

FLSA: Non-Exempt
Classification: Part-Time
Pay Rate: \$18.00/hr

Summary

Under the direct supervision of the Coordinator of Youth Services, the Community Learning Center — Wraparound (CLC-W) After School Educator will be responsible for creating age-appropriate enrichment activities that support the holistic development of pre-kindergarten students. This is a 7-month position. Successful completion of the 7-month contract will make the CLC-W After-School Educator eligible to work full-time in the Summer Camp program from June through August and resume the Lead After-School Educator in late August.

Essential Job Duties

- Create, implement, and monitor pre-kindergarten development in context to after-school enrichment categories: academic inclusion and support, arts and culture, large motor skills through physical activities, leadership, career exposure, and social-emotional learning.
- Encourage parents/guardians' participation in classroom activities and events/functions.
- Gather all instructional materials required for the classroom curriculum and create lesson plans to structure pre-kindergarten activities incorporating youth voice.
- Provide age-appropriate conflict resolution, restorative, and social-emotional techniques for participating youth utilizing evidence-based practices.
- Maintain effective classroom management strategies and classroom safety protocols.
- Learn and adhere to all updated guidelines and mandates outlined in Office of Children and Family Services (OCFS) policies and regulations.
- Utilize personal strengths and talents to promote cooperative learning skills among youth participants and implement project-based learning.
- Maintain and secure accurate student data (emergency contact information, allergies list, and photo release) record for assigned group of youth.
- Monitor and reply to agency email(s) on a daily basis to ensure receipt of pertinent documents and correspondence.
- Attend professional development workshops, training, and conferences to increase content areas of competencies and meet training requirements of regulatory bodies such as OCFS.
- Work as a cooperative team member in an after-school program setting: working with multiple staff persons.

- Work as a team to plan special events based on program themes.
- Research and apply youth development strategies to enhance program implementation.
- Serve as a positive role model for youth and maintain positive and professional interactions with key stakeholders to the program and the agency.
- Support management policies and procedures along with cooperating with and supporting other Community Place of Greater Rochester (CPGR) employees.
- Perform other duties as assigned by supervisor.

Additional 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 a licensed medical provider prior to starting work in the program and every two (2) years thereafter.
- Submit verification of tuberculosis (TB) test from a 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 training mandated by NYS OCFS.

Knowledge, Skill and Abilities

- 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.
- Understand the development of curiosity, initiative, and problem-solving skills in youth.
- Excellent verbal and written communication skills.
- Excellent organizational and interpersonal skills.
- Strong computer skills and working knowledge of computer applications such as Microsoft Word, Excel, etc.

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.

Qualifications

- Associate Degree in Early Childhood or related field; or Child Development Associate Credential with no additional experience required; or High School Diploma or GED and 3 years’ experience working with children under 13 years of age.
- Must be cleared through fingerprinting, an employee criminal history review, and the NY State Central Registry.
- Certification in CPR/First Aid is highly desirable.
- Must possess own transportation, a valid NYS driver’s license, and clear a driving check.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *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.*