



## Activity Specialist

The South Bronx Overall Economic Development Corporation's (SoBro) mission is to enhance the quality of life in the South Bronx by strengthening businesses and creating innovative economic, housing, educational and career development programs for youth and adults.

SoBRO's programs include spurring economic development, building affordable housing, adult education, workforce development, helping at-risk youth to succeed, and producing other positive outcomes for South Bronx residents and employers.

As we approach our 50th anniversary in 2022, SoBRO intends to become a 21st community and economic development organization doing vital work in the communities we serve, incorporating the values of equity, sustainability, strong business practices and advocacy into the foundation of this anchor institution.

### Overview of the Position

The SoBRO Center for Education and Career Development offers successful, exciting, cutting-edge programs for youth and adults. The Center's mission is to engage youth, adults, and family groups in career exploration, leadership development, educational and employment opportunities to achieve economic independence. SoBRO is seeking skilled and dedicated individuals with strong commitment to enhancing the quality of life in the South Bronx by providing innovative, outcomes based activities.

As an Activity Specialist, the ideal candidate will organize and promote activities, such as arts & crafts, sports, games, music, dramatics, social recreation, hobbies, and STEM (science, tech, engineering, math) activities - taking into account the needs and interests of individual members. Programing will encourage, develop, and implement educationally rich, experiential activities that reflect the requirements of the program.

### Essential Duties and Responsibilities

- Providing high quality activity in area of expertise (Robotics, STEM, etc.)
- Develop and implement Project-based and Theme Based lesson plans and activities in area of specific expertise
- Develop and Implement lesson plans that focused on academic learning, as well as foster and develop students' social and emotional skills
- Engage with students in a manner that is supportive and aids in bringing excitement to the activities
- Provide supervision and ensure safety of students at all times
- Work closely with staff and leaders to support high-quality programs that are responsive to students and families
- Follow schedule provided by the Program Leadership
- Maintain accurate attendance, evaluations, and incident reports as required
- Attend staff meetings and professional development workshops as assigned by Program Leadership
- Communicate with students, parents, staff and program stakeholders in a professional manner
- Present as a mentor/role model to SoBro students by modeling appropriate behavior and professionalism at all times
- Assist in all activities such as during snack, facilitating dismissal, conducting field trips, hosting special events, etc.
- Provide opportunities for students to showcase work
- Document student progress
- Uphold program policies and procedures and proper use of supplies and materials
- Maintain classroom cleanliness and organization
- Perform other duties as assigned by the Program Director

**Qualifications and Other Responsibilities:**

- Associates' degree in child development, elementary/secondary education, physical education, recreation or a related field; Bachelors' degree preferred
- Two years direct experience working with children under the age of 13 years
- Appropriate training or certification in their area of specialty such as in sports, dance, music, drumming, theater, nutrition, character development, etc.
- Experience working with under-served populations and in after-school settings
- Exceptional interpersonal, and superior written and oral communication skills
- Exceptional group management, problem-solving and conflict resolution skills
- Must have the ability to demonstrate and/or show competency in the following areas of Youth Development principles and social-emotional learning activities
- Ability to create interactive academic and/or enrichment activities that are age-appropriate
- Ability to make sound decisions to secure the safety and wellbeing of all program participants.
- Knowledge of NYC DOH/OCFS Part 414 regulations, DOE's Chancellor's Regulations and Common Core Standards
- Must have State Central Review (SCR) and Criminal Background clearance prior to employment, as well as maintaining background clearance throughout employment
- Must have Medical Clearance within two weeks of employment

**Position – Part Time**

- School-Year- Monday-Friday, 3:00 p.m. through 6:00 p.m., 15 hours per week – subject to change as needed
- Holidays, School Breaks and Summer Day Camps – flexible hours; schedule to be communicated
- Occasional weekend and evening hours

**Job Location**

Bronx and Harlem

**Salary**

\$30.00/hour

**How to Apply**

Interested parties should:

- Apply within the hosting jobsite (preferred)
- Send resume to Esther Gonzalez, SoBRO, 555 Bergen Avenue, Bronx, N.Y. 10455

NO PHONE CALLS FROM AGENCIES OR RECRUITERS PLEASE!

SoBRO provides equal employment opportunity for all applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Auxiliary aids and services are available upon request to individuals with disabilities

TTY/TDD: 1-800 662-1220 / Voice Relay: 1-800-421-1220