

**LEARNING TEAM: Carver has an immediate need for After School Program Facilitators.**

**Position Overview:** The Facilitator will ensure the health, safety, and well-being of all children while instructing children in all activities including three primary components: Academics, Enrichment, and Recreation as outlined by the Site Director.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center and the Port Chester School District
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies

**Position Specific Duties/Responsibilities:**

The Facilitator works to provide a safe and constructive after school experience for an assigned group of children, including:

- Ensuring the safety of all children assigned to the group
- Planning and facilitating purposeful and engaging activities
- Providing academic support with homework and encouraging academic progress
- Encouraging the social and physical development of the children through recreation and Enrichment
- Supervising the afternoon meal
- Collaborating constructively with a co-facilitator, and communicating regularly with supervisory staff
- Supporting a warm and positive bridge to the children's home and school life
- Serving as a positive role model and upholding professional behavior
- Participating in mandatory training and staff development activities outside of program Hours
- Collecting and submitting data in a timely manner including: snupper numbers, attendance, recreation times, homework completion and personal time sheets

**Position Qualifications:**

- Minimum of a High school diploma or GED and prior experience working with children required. Bachelor's Degree a plus
- Successful experience working with young people in an organized programmatic setting
- A genuine interest in youth development and experience in creating interactive and educational/enrichment activities
- Ability to communicate effectively and respectfully with a broad range of people including school staff and parents
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus

**Training Requirements to Maintain Position:**

- Attend required staff orientation and possible evening/Saturday(s) trainings.

**Physical and Sensory Requirements:**

- Must be able to actively participate in activity with children, this includes but not limited to recreation activities both indoors and outdoors such as running, jumping, playing sports, etc.

Carver Center employment policy requires the completion of a full background check prior to hiring.

Salary range \$14 to \$18 per hour commensurate with experience.

**How to Apply:** Send cover letter and resume to: [gnocco@carvercenter.org](mailto:gnocco@carvercenter.org).