

## JOB DESCRIPTION

### ACTIVITY SPECIALIST—RAP

New York City Mission Society helps children, youth, and families in New York City's poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs.

**Title:** Activity Specialist—Rap

**Basic Function:** Facilitate implementation of program activities for a group of middle school-aged after-school participants while creating a nurturing environment that fosters the creativity and educational advancement of the children.

**Location:** HVA - 244 West 144th Street, New York, NY 10030

**Hours:** Part Time: up to 6 hours per week

**Program Description:** New York City Mission Society's Power Academy is an after-school program dedicated to cultivating the personal growth and educational advancement of all of 6th to 8th grade participants. With a curriculum focused on academic enrichment, community service, cultural enrichment, the arts, recreation, and character education, Power Academy reinforces school-day learning in a safe and healthy environment. Programming is provided after school, on school holidays, and during the summer.

### Responsibilities:

- Create a supportive and nurturing group environment.
- Ensure the safety of all the children.
- Facilitate programmatic elements for the group.
- Provide age-appropriate activities according to the program activity schedule.
- Develop and implement lesson plans.
- Prepare materials and hand-outs for lessons.
- Create and coordinate student performances.
- Attend team and group supervision meetings.
- Attend professional development trainings as required by the agency and program contract.
- Other duties as assigned.

### Qualifications:

- Minimum Associate's Degree in a related field or two years of experience working with students (elementary or middle-school aged) required.
- Must have strong interest in working with children.
- Must have the ability to work collaboratively with a wide range of program and school staff.
- Must have excellent communication (written and verbal), interpersonal, organizational, and administrative skills.

- Experience overseeing a group of young people preferred.
- Experience creating lesson plans preferred.

**General Requirements:** All staff are expected to be committed to the mission, vision, and values of Mission Society.

**Salary:** \$20.50 per hour

**Apply:** Interested and qualified individuals should forward their resumes with cover letter to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org) or fax to 212.979.5764. Include in Subject Line: **Re: Activity Specialist, Power Academy**. Visit our website at [www.nycmissionsociety.org](http://www.nycmissionsociety.org).

*Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.