

Boston Chinatown Neighborhood Center Red Oak Substitute Group Leader

The Boston Chinatown Neighborhood Center (BCNC) is a multi-service non-profit agency headquartered in downtown Boston. The mission of BCNC is to ensure that the children, youth, and families that we serve have the resources and support to achieve greater economic success and social well-being. For over 40 years, BCNC has served as a vital link for the Asian immigrant and Asian American community of Greater Boston.

Program Description: Red Oak After School and Summer Program

Red Oak provides bilingual, multicultural childcare to over 100 school age children from Chinatown and neighboring communities. Red Oak is open after school and full days during school vacations, the summer season, and Boston Public School professional days.

Position Summary: Substitute Group Leader

Group Leaders are responsible for supervising children during academic and recreational activities including homework period, snack/lunch, field trips, program events etc. Group Leaders create and implement developmentally appropriate activities and are responsible for tracking behavioral and academic concerns, supervising assistants, maintaining a relationship with parents and teachers, attending staff meetings and trainings, entering data into online databases and complying with all Massachusetts Department of Early Education and Care (EEC) regulations.

Group Leaders have additional responsibilities planning a weekly club in his/her area of specialty for Red Oak children twice a week. S/he will plan age appropriate activities to enrich children's exposure and interest in a particular high-needs subject areas, e.g. arts (music, visual arts or theatre arts) and STEM.

Substitute Group Leaders will assume the responsibilities for the Group Leader for the given times that s/he is acting as the Group Leader's replacement. This position is ideal for candidates who may only be available a few days out of the week. Substitutes work on an on-call basis subject to their availability and program needs.

Skills and Experience Required:

- BA/BS degree or current enrollment in college
- Interest and or experience supporting children's development in the arts (music, visual arts or theatre arts), literacy, and/or STEM fields
- Experience working with school age children
- Positive attitude and professional demeanor

Skills and Experience Preferred:

- Interested in education or the childcare field
- Leadership skills
- Special skills or interests (sports, arts, music, drama, etc.)
- Bilingual speaking proficiency in English and Chinese dialect (Mandarin or Cantonese preferred)
- Experience in a multicultural setting
- CPR/First Aid certified

BCNC is an equal opportunity employer.

To Apply:

Please send your resume and cover letter to Cynthia Wong at cynthia.wong@bcnc.net.