Group Leader / Arts Specialist
Boston, MA

Who We Are
Since 1969, Boston Chinatown Neighborhood Center (BCNC) has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

Program Summary
Red Oak is a licensed school-age childcare program that provides care for around 70 children in Chinatown and neighboring communities. Red Oak provides afterschool learning opportunities, including homework help, arts, literacy, and recreation. Red Oak is open after school and full days during school vacations, summer, and Boston Public School professional days.

Position Overview
During the summer, Red Oak Group Leaders/Arts Specialists work directly with children, who are divided into four developmental groups. Each group is co-led by two Group Leaders and supported by an additional third Group Leader. In addition to teaching and leading their group, Group Leaders work together and with Administration to develop curriculum, lead enrichment activities, and help facilitate relationships with families and partner organizations. Summer programming runs July 6th until August 26th from 8:30am-6:00pm, Monday through Friday. Group Leaders would begin June 20th to start training but will begin working 37.5 hours a week starting July 6th. There is an opportunity to continue into the fall as part-time for Afterschool programming.

Responsibilities
• Supervising children during lessons, enrichment, meals, field trips, and other program events.
• Creating and implementing developmentally appropriate activities (Group Leader).
• Creating and implementing art curriculum (Arts Specialist).
• Tracking behavioral and academic concerns; entering data into online databases.
• Supervising assistants, volunteers, and youth staff.
• Maintaining a relationship with parents, teachers, and community partners.
• Attending staff meetings and training.
• Complying with all Massachusetts Department of Early Education and Care (EEC) regulations.
• Perform other duties as assigned.

Qualifications
• Six months of experience working with school-age children or three months with an Associate’s or Bachelor’s degree
• High School Diploma or equivalent
• Degree or interest in the arts such as music, theater, dance, visual arts, martial arts, etc. (Arts Specialist only)
• Interest and or experience supporting children’s development in literacy and/or the arts
• Ability to work collaboratively with staff and partners
• Positive attitude and professional demeanor
• Bachelor’s degree, Associate’s degree, or current enrollment in college (preferred)
• Bilingual speaking proficiency in English and Chinese dialect (Mandarin or Cantonese preferred)
• Experience in a multicultural setting (preferred)

Working Conditions
• Must be available to work a flexible schedule.
• Travel is primarily local during the business day. May require travel to other locations occasionally.
• Normal office conditions. Work is performed primarily in a standard office environment, includes the operation of computer equipment for six to eight hours daily, physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

COVID-19 Requirements
BCNC requires all employees to receive COVID-19 vaccinations as determined unless a reasonable accommodation is approved. The face mask is required all the time, except for eating and drinking.

How to Apply
https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1