Literacy Leader Job Description

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St. Nicks' elementary after school programs include Literacy, STEM, Social-Emotional Learning, Arts, Movement, homework start, and weekly clubs based on children's interests and strengths. Middle School programs also include leadership and project-based clubs that respond to the unique developmental needs and interests of middle school aged youth. For example, clubs can include Music (vocal, song-writing, production, instruments, etc.); Dance (hip-hop, ballroom, ballet, Latin, etc.); Art (visual, sculpture, crafts, photography, etc.); Hands-on enrichment (cooking, science experiments, environmental, etc.); Communications-based (journalism, creative writing, debate, etc.); and sports (team, individual, etc.) We are especially looking for staff with talents to share and experience teaching them to youth!

Responsibilities

● Adhere to all DOHMH, OCFS, CDC best practice and safety guidelines related to Covid-19. This includes but is not limited to:
  ○ Wearing a mask at all times when providing in-person services
  ○ Practicing and encouraging social distancing, unless safety needs requires a shorter distance
  ○ Ensuring that participants are properly wearing masks when indoors and when social distancing is not practical
  ○ Ensuring that participants are cleaning/sanitizing their hands
  ○ Properly cleaning, disinfecting, and wiping down spaces/areas after use
  ○ Properly storing supplies and equipment ensuring cleanliness and sanitation practices
  ○ Adhere to safety practices and protocols during in-person activities

● Actively monitor and engage participants during all program activities, including meals, transitions, outdoor activities, clubs, arrival and dismissal while managing a group daily

● Plan and facilitate purposeful and engaging activities including literacy, STEM, SEL, recreation

● Serve as a positive role model for participants and their families by demonstrating professional language and behavior

● Develop positive, caring relationships with participants and their families

● Utilize youth development principles to enhance program quality and support growth in participants
Attend and participate in mandatory professional development, staff trainings, and workshops for staff relative to literacy, STEM, SEL, and leadership in accordance with DYCD COMPASS and 21st CCLC mandates

- Lead out Literacy instruction twice weekly, using strong facilitation skills and engaging the students in our theme-based literacy programming
- Meet twice monthly with Education Manager around literacy instruction, pacing, and lesson techniques and skills
- Provide feedback to the site director and education manager about Literacy Immersion implementation and lesson planning.
- Supporting remote programming on Google Classrooms and/or other online virtual platforms as needed;
  - Lead out high quality facilitation via zoom or of the Literacy Immersion model for program sites
- Collaborate with program leadership to continuously strengthen and refine afterschool program model based on staff feedback, outcomes data, best practice, and ongoing reflection, under direction of supervisor
- Collaborate with co-workers and program supervisors around effective program operations; uphold all safety standards and procedures to ensure cohesion in program planning across the site and leverage collective thinking
- Communicate with all stakeholders (staff, participants, families, and community members) in a polite and respectable manner so as to represent the program in a professional way

**Qualifications**

- At least 1 years of experience working with children
- Proficiency writing and facilitation of lesson plans in literacy, STEM, and SEL
- Obtained or working towards a bachelors (Preferred areas: child development, education, social sciences, etc.)

Submit a resume and cover letter with the Subject “Afterschool Literacy Group Leader" to youthresumes@stnicksalliance.org

Print Name: _______________________

Signature: _______________________

Date: _____________________