



**Position:** Activity Specialist/ Youth Counselor  
**Program/Department:** Beacon Program, Division of Youth Development  
**Reports to:** Beacon Site Director  
**Work Location:** 101 Park Ave, Brooklyn, NY 11205  
**Hours:** Weekday afternoon/evening and Saturday shifts available

**Position Summary:**

Beacon Programs are school-based community centers serving children age six and older, and adults. There are currently 80 Beacons located throughout the five boroughs of New York City operating in the afternoons and evenings, on weekends, and during school holidays and vacation periods, including the summer.

Beacon Community Centers provide academic and recreational opportunities to children, teens and adults. The Beacon program is offered every weekday from 3:00 p.m. to 9:00 p.m. , 8:00am to 8:00pm on weekends, and extended hours during the summer and school holidays.

**Responsibilities:**

- Work with Site Director and Assistant Director to provide activities and plan events for children, youth and adults.
- Assist with facilitating afterschool and evening activities; help implement hands-on multi-sensory lessons and activities to children which are provided in the context of academically stimulating themes.
- Coordinate planning and preparation of activities and materials for daily schedule.
- Provide effective supervision to groups of children during classroom activities, snack time, recreation and field trips.
- Responsible for taking daily attendance.
- Assist with developing and planning community events for children, parents and community as needed.
- Oversee and monitor authorized parental/guardian pick up of children.
- Support all recruitment, outreach and retention events.
- Other responsibilities as needed

**Qualifications:**

High School Diploma required. Some college education preferred. Background in music, drama, dance, photography, crafts, sewing, or the arts is a plus. Must enjoy working with children and able to pass a background check.

**Contact:**

Email Resume and Cover Letter to:  
Angela Chiappara - Division Director, Youth Development  
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