



Job Description

Position: Group Leader- Beacon Program
Program/Department: Education & Youth Development
Reports to: Summer Site Director
Hours: Full Time for the Summer; Part Time for the school year

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. Serving more than 20,000 individuals annually, BCS is committed to a broad and diverse range of services including prevention of foster care placement; crisis intervention; early childhood and after school education; and vocational training, job placement, and clinical services to adults with physical and developmental disabilities, and histories of mental illness.

Cornerstone, Learning Lab and Beacon Programs provide academic, art and recreational opportunities to children, teens and adults in DOE schools. Beacon Programs are located in Fort Greene.

Responsibilities:

- All services and activities are In-Person and based at Site Location;
- Work collaboratively with Site Director and Assistant Director to provide activities for children, youth, adults and seniors;
- Supervision and responsibility of running a classroom (s) with the assistance of an activity specialist;
- Knowledge and compliance of all DOH, DYCD, DOE and BCS health and safety protocols;
- Development of all school learning curriculum and activities for children ages K-12;
- Coordinate planning and preparation of activities and materials for daily schedule in conjunction with activity specialist;
- Responsible for supervision to groups of children during classroom activities, snack time, recreation and field trips. Provide effective supervision and activities to middle/high school participants during evening and weekend hours if applicable to site;
- Responsible for taking daily attendance and entering attendance into DYCD database;
- Development and planning community events for children, parents and community;
- Oversee and monitor authorized parental/guardian drop off and pick up of children following all health and safety protocols;
- Outreach to parents and community to promote the program, activities and upcoming events;
- Attend and comply with training requirements, including all healthy and safety protocols;
- Other responsibilities as needed and requested by site director;

Qualifications Required:

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

How to apply:

[Click here to apply to the Group Leader role](#)