

Thursday, March 12, 2015

Seeking Dance Teaching Artist for Beacon Center for Arts & Leadership Afterschool Program!

Company: Coalition for Hispanic Family Services
Location: Brooklyn, NY

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Job Title: Middle School Dance Teaching Artist

Reporting Relationship: Manager of Youth Programs

Position Purpose: Teaching Artists independently plan, and teach classes in their respective genre, and act as role models for afterschool youth participating in the Beacon Center for Arts and Leadership; guiding young adults towards personal growth and inspiring them to develop a deeper understanding and exposure to artistic mediums that incorporate literacy. This is a unique position that includes full health benefits and a 21-hour work week.

Essential Job Functions:

Teach and mentor adolescent youth (5-8th grade) during afterschool programming, Saturday programs, and Out of School time holiday programming. Maintain an average daily attendance of 75% in your class.

Teach classes four –five days per week.

Engage students daily in structured discussions, activities, and provide homework help daily during afterschool homeroom time.

Contribute to and lead at minimum 1x per week a program wide assembly in which students share class work and discuss pertinent social issues and current events.

Lead occasional trips during school holidays that involve youth and their families.

Attend one supervisory meeting per week; totaling 21 hours per week.

Work summer camp.

Role Model positive life choices and a commitment to self-improvement for program teens.

Be aware of and implement all safety guidelines.

Assure that young people are properly supervised at all times.

Develop meaningful relationships with program teens and their families.

Demonstrate positive energy that address conflict mediation.

Apply basic youth development principles by through positive communication, relationship development, and respect for diversity, involvement and empowerment.

Participate enthusiastically in the development and implementation of program activities.

Lead or assist program activities as assigned by Youth Programs Manager.

Prepare students for (at minimum) quarterly performances.

Develop additional opportunities for young people to perform and exhibit work.

Attend staff meetings and participate in discussions around program development and innovation.

Provide ongoing program ideas to Program Director and other staff.

Work cooperatively with all afterschool community partners in the school facility where we are located.

Mentor and supervise at least one High School aged Apprentice who assists during class.

Meet with supervisee to review performance and lesson plans at least 1x per week.

Contribute to verbal and written evaluations and communication as requested.

We are an outcome driven program.

Submit required attendance, performance outcome tools, lesson plans, report cards and other documentation in a timely manner as requested.

Qualifications:

Current certification in First Aid and CPR is preferred.

Bachelor's Degree strongly preferred.

Bilingual Spanish strongly preferred.

Strong track record of successfully teaching in a public school, afterschool or in a similar environment.
Ability to create lesson plans that are project based in a timely manner.
Must submit health history record and examination form prior to first day of work.
Successful completion of criminal background check process.

Additional Knowledge, Skills, and Abilities:

Instructors must be nurturing, mature, responsible and fun-loving individuals who love to share their passion with teens between the ages of 12-18.

Instructors must be capable of independently leading exciting and challenging classes, that engage the students and address their cultural background by providing them opportunities to lead and develop their critical thinking skills in a creative, positive, hands on way.

Since instructors will work closely with young people it is important that they love kids

and are able to act as positive role models and build appropriate relationships that include classroom management and establishing boundaries.

Our program has a deep focus on leadership development and civic engagement. We actively look for instructors who are committed both to their art form as well as to developing society's next generation of leaders.

We are seeking teachers who are interested in creating a positive, consistent, and safe environment, for students, and at the same time developing areas of their own work, and in order to do this be organized, timely, and possess the ability to think outside of the box—and still be organized and submit required documentation in a timely manner.

Qualifications: 3-5 years of experience working with adolescent youth; fluently bilingual in Spanish. Excellent knowledge of educational standards, curriculum development, and best practices regarding youth development, Strong interpersonal and group facilitation skills, ability to work in fast paced environment and handle several projects and deadlines concurrently. Excellent verbal and written communication skills; highly organized self-starter.

Ability to work flexible hours including occasional Saturdays and evenings. Must meet performance standards including attendance and punctuality. Bachelor's and Master's level candidates are encouraged to apply.

Qualified applicants should send a brief cover letter and one-page resume to ddelgado@hispanicfamilyservicesny.org

Coalition for Hispanic Family Services
231 Palmetto Street
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For more information:
Diana Delgado
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