



Title of Position: Service Learning Facilitator

Location: Queens, NY (Local DOE Schools)

Hours: Part Time; 25 hours/week between the hours of 9am-5pm; M-F

Compensation: \$20 - \$25 per hour commensurate upon experience

Reports To: SYEP Education Coordinator

Queens Community House (QCH) is a multi-site, multi-service settlement house that serves the diverse population of Queens through a broad network of programs and services for Children and Youth, Adults and Families, and Older Adults. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities. We are a modern interpretation of the traditional settlement house, bringing to our work current best practices, innovative leadership, and a passion for social and economic justice.

We are seeking a qualified **Project Based Learning Facilitator** with a strong commitment to youth development for our **Summer Youth Employment Program (SYEP)**. The Project Based Learning Facilitator will work collaboratively with other SYEP staff, QCH community, and stakeholders to implement curriculum for SYEP participants to ensure they can explore interests and passions, develop positive social connections, contribute to their community, become life-long learners, and gain meaningful experiences. We welcome amazing individuals who have diverse backgrounds and experiences, are inspired by our mission and are highly motivated to change lives.

Responsibilities:

- Provide 12.5 hours of weekly training/workshops and seminars to SYEP program participants ages 14 -15 years old related to service-learning activities that can incorporate other subjects such as financial literacy; career and education exploration; professional soft skills; identification of career goals; and job search skills such as resume writing, interview preparation, and marketing transferrable skills.
- Develop lesson plans and materials for workforce readiness training sessions and present training programs in a clear and concise manner that is relatable to young adults.
- Oversee a high-quality youth development program that incorporates QCH's mission, vision and positioning, professional development topics and curriculum, contractual requirements, and engaging activities for participants.
- Select and develop teaching aids such as handbooks, visual aids, computer tutorials, field trips, sector-focused activities, and reference materials to support curriculum design and implementation.
- Accompany participants on all off-site trips while maintaining appropriate staff to student ratio.
- Maintain comprehensive project documentation and measure project performance using required data collection and outcome measurement tools.
- Maintain a safe, welcoming, and productive learning space for all participants
Accountable for ensuring QCH maintains a safe and inclusive environment for youth that

meets all compliance and requirements set forth by the organization, DYCD, funders, and applicable labor law.

- Communicate with administration/supervisor regarding participant engagement, attendance, and supportive service needs.
- Attend supervision sessions with the SYEP Educational Specialist.
- Attend monthly staff meetings and quarterly agency-wide meetings.
- Other duties and special projects as assigned.

Qualifications:

- Minimum of two (2) years of experience with planning and facilitating workshops for youth on workforce and career topics; ability to work with a diverse staff of varying professional and educational experiences.
- Minimum of one (1) year of classroom management experience.
- High School diploma or equivalent required; Associates or Bachelor's degree preferred.
- Demonstrated ability to relate to young people and staff as a positive adult role model.
- Demonstrated ability to implement Positive Youth Development, Social Emotional Learning, and Youth Leadership development frameworks.
- Knowledge of NYC's priority employment sectors.
- Demonstrate cultural competency and have an appreciation for and sensitivity to participants' cultural heritage and traditions, life experiences, sexual orientation, and gender identity.
- Excellent interpersonal and communication skills, programming and organizational, verbal and written skills.
- Proficiency with various computer programs and willingness to learn new ones.
- Ability to maintain confidentiality and use appropriate discretion.
- Must be cleared of NYS DOH Fingerprinting Screening; NYS Clearance Review Background Check; 3 Reference Checks; physical examination with updated TB test.

Additional Details:

- This is a temporary position with the possibility of permanent employment opportunities.
- This is a fully in-person position with significant travel involved
- Position Timeline: June 2024-August 2024.

If you have any questions, please email syep@qchnyc.org. Please address the cover letter to Sarrah Jeen Delly, SYEP/WLG director, 70-34 Austin St, Suite BB, Forest Hills, NY 11375

JOB APPLICATION LINK:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=723410a7-c79a-4177-a9a5-f17134afc272&ccId=2611115997_3618&jobId=478080&lang=en_US

As of August 16, 2021, all Queens Community House new hires (who are not currently employees of Queens Community House) must provide either proof of COVID-19 vaccination or evidence of having received one dose of the two-dose vaccination prior to beginning their employment unless they have been granted a reasonable accommodation for religious or medical reasons.

Queens Community House, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Drug-Free Workplace.