



## After-School All-Stars New York

### Part-time Group Leader/Activity Specialist

#### Qualifications

- High school or equivalent (Required)
- Experience with Children: Minimum 3 years (Required)
- Childcare: 1 year (Preferred)
- First Aid Certification (Preferred)
- CPR Certification (Preferred)

#### Job Description

##### **After-School All-Stars New York: Part-Time Group Leader/Activity Specialist**

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. For school year 2025-2026, we are looking for energetic, creative Group leaders/Activity Specialists who want to join our team for our after-school programming.

##### **Position: Group Leader/Activity Specialist**

After-School All Stars NY will be providing after-school programming throughout the five Boroughs. This is a part-time, seasonal position from September 2025 through June 2026. With a special focus on the elementary age group, our cost-free, comprehensive school-based programs include Academic Readiness, Career Exploration, STEM, Wellness/Social Emotional Learning, and the Arts to help build the knowledge and skills children need to succeed, both in school and in life.

##### **Required Dates:**

After-school will take place Monday through Friday from 2PM-6PM beginning September 15<sup>th</sup> through June 12<sup>th</sup>, 2026.

**Compensation:** \$17-22/hour depending on role and experience

**Location Varies:** Manhattan, Brooklyn, Queens

## **Responsibilities/ Duties:**

Group Leaders are responsible for monitoring and managing between 25 to 30 participants in and out of the classroom with the assistance of other staff. Ideal candidates will be highly motivated, organized, and able to manage and engage large groups of students.

Activity Specialists are responsible for developing two-four weekly lesson plans, helping to execute in a quality manner pre-designed curriculum, and support with behavior management, and be excellent team players with Group Leaders. Both roles require individuals that are keen observers, skillful in engaging youth, and dynamic in fast-paced environments.

## **Positive Environment:**

- Know the safety policies and procedures and keep them.
- Always remain present with the students ensuring ratios are maintained.
- Plan multiple opportunities for students to speak and lead in class.
- Recognize and embrace participants for who they are (current behaviors and beliefs) and encourage, invite, and welcome them to opportunities to expand who they are (future behaviors and beliefs).
- Create a warm, safe environment that celebrates diverse cultures and encourages participation and effort.

## **Positive Relationship:**

- Establish clear expectations and guidelines for appropriate behavior.
- Resolve conflict positively and communicate effectively.
- Ask students for their input, ideas, feedback, and opinions.
- Set healthy boundaries that model healthy adult-student behavior.
- Maintain professional and positive relationships with school staff, partners, participants and parents.
- Treat participants and colleagues with respect always.
- Content includes experiential and inquiry-based learning, building critical and creative thinking, collaboration, and communication skills.

### Positive Experience:

- Provide participants with the opportunity to give input and suggestions for lessons.
- Allow participants to have leadership opportunities to plan and make decisions about course offerings, projects, and culminating events.
- Collaborate with Program Directors and Site Coordinators to establish and maintain high quality program.
- Attend professional development activities and meetings.
- Support student recruitment and promotion of the program.
- (Activity Specialist) 2-4 lesson plan weekly with learning objective or skill building in each lesson.

### Data Management:

- Maintain accurate attendance data and reports.
- Submit required data on time and accurately.

### Experience and Education:

The successful candidate will have at minimum 2 years or more of non-profit or related youth development program experience. The individual will have a familiarity with and passion for working with spirited, high need, diverse youth populations.

- **Must clear Department of Education PETS Fingerprinting process**, School Aged Children Care Program requirements, Statewide Central Register of Abuse and Maltreatment (SCR) clearance as well as Medical, FBI Livescan, State background check, Medical and Tuberculosis Clearance(if required)
- One or more years' experience working in an after school, day camp, or community youth outreach setting, primarily of the elementary and middle school age is preferred.
- Familiarity and experience with diverse populations and cultural competencies are strongly desired.
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to critical incidents and act swiftly in emergency situations.
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, and community leaders.
- Experience creating lesson plans or multi-week curriculum preferred.
- Some undergraduate study is required; coursework in education, social or human services, child development, or related field is desirable.
- Individuals who may have experience in the following areas: Math, English, STEM, Theatre, Music, Dance, Computer Literacy, and Social Justice are highly desired.
- Excellent organizational skills.
- Ability to work with electronic devices.

Submit resume for consideration to [nyoperations@afterschoolallstars.org](mailto:nyoperations@afterschoolallstars.org), cc: [tenisha.swift@afterschoolallstars.org](mailto:tenisha.swift@afterschoolallstars.org)