

Education Specialist (Dodge Ymca)

YMCA of Greater New York

Brooklyn, NY

Education Coordinator

Part-time

Onsite

\$25.00 - \$35.00 an hour*

* Apply using this link: <https://ymcanyc.csod.com/ux/ats/careersite/1/home/requisition/2356?c=ymcanyc>

Posted on November 21, 2024

Organization Statement

The YMCA of Greater New York is here for all New Yorkers â€” to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and â€œLEAPâ€ career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.Â

Job Description

The Dodge YMCA is seeking an Education Specialist who will play a critical role in providing intensive and extensive academic tutoring in math and literacy to children in grades K-5th.Â Instruction and activities must be designed to promote subject mastery, develop grade-level competencies, and teach study skills.Â The Education Specialist will be responsible for creating a safe and positive environment for school-age children and providing opportunities for learning, interaction, and academic/ personal growth.Â

Under the guidance of the Site Director, the Education Specialist is responsible for planning, organizing, and leading groups of assigned participants in various educational enhancement activities in math, science, and literacy, which will teach skills and help improve overall academic performance.

Y Afterschool programs operate Monday through Friday from 2:00 p.m. - 6:00 p.m. and during public-school breaks.

Key Responsibilities:

- Meet academic standards for tutoring and demonstrate competence in analyzing student's academic needs.
- Assist participants in actively achieving an increased comprehension and retention of specific subject material and improved academic skills in designated areas.
- Help participants develop necessary study skills for academic success.
- Identify participants having trouble; provide encouragement and alternative explanations of subject material.
- Assist participants with homework as needed.
- Work with the Site Director and school staff to understand the academic expectations of day school and develop activities, assignments, practice tests, and strategies accordingly.
- Document, track, and maintain regular progress and academic records of designated participants. Provide feedback regarding participant progress as needed.
- Assist participants in developing self-confidence and reducing anxiety or fear of failure in academic work.
- Work with participants to develop a high level of motivation in academic areas and positive attitudes toward learning and studying by acknowledging student efforts as well as their progress and achievements.
- Ensure the health, safety, and well-being of program participants by always providing appropriate supervision.
- Work cooperatively with Afterschool Counselors, professional staff, teachers, and other program and school staff.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.
- Create and maintain a strength-based, youth-focused atmosphere that is consistent and sensitive to the needs of participants with learning, emotional, or behavioral differences.
- Maintain accurate program documentation (sign-in/out forms, behavior reports, and incident reports, as appropriate).
- Serve as a positive role model for participants.

- Understand and communicate the YMCA's core values and the goals of the Y Afterschool Program to participants and caregivers.
- Develop and maintain positive relationships with parents and caregivers through regular communication about their child's strengths and areas for growth.
- Actively participate in training sessions, designated meetings, and special events, as appropriate.
- Adhere to all Department of Health, YMCA of Greater New York, and funder standards, expectations, and regulations.

Benefits:

The YMCA of Greater New York offers a variety of benefits to its staff members, including [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information.

Qualifications

- Associate degree in Education or a related field. Bachelor's or Master's degrees preferred.
- Minimum of two (2) years of experience working with youth in an Afterschool or tutoring environment.
- Possess an understanding and knowledge of public-school functions, Common Core, and specific knowledge in age-appropriate math and/or literacy curriculum.
- General knowledge of Microsoft Word, Excel, and PowerPoint.
- Strong interpersonal skills, leadership qualities, and comfortable with working with diverse youth and adults.
- Must be able to work Monday through Friday from 2:00 p.m. to 6:00 p.m.
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your resume and a thoughtful cover letter that explains your interest in the role and our organization.

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