**Job Opening:**

Activity Specialist-Theater

New York City Mission Society improves the lives of children, youth, and families in the city’s most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come.

**Position Summary**
**Title:** Activity Specialist

**Program:** Harlem Village Academy

**Reports To:** Program Director

**Supervises:** N/A

**Employment Status: Part-Time**

**Basic Function:** Facilitation implementation of program activities for a group of middle school-aged after-school participants while creating a nurturing environment that fosters the creativity and educational advancement of the children.

**Duties and Responsibilities**

* Create a supportive and nurturing group environment.
* Ensure the safety of all the children.
* Facilitate programmatic elements for the group.
* Provide age-appropriate activities according to the program activity schedule and class.
* Develop and implement lesson plans.
* Prepare materials and hand-outs for lessons.
* Create and coordinate student performances.
* Attend team and group supervision meetings.
* Attend professional development trainings as required by the agency and program contract.
* Other duties as assigned.

**Qualifications**

* Minimum Associate’s Degree in a related field and two years of experience working with students (elementary or middle-school aged) required.
* Must have strong interest in working with children.
* Must have the ability to work collaboratively with a wide range of program and school staff.
* Must have excellent communication (written and verbal), interpersonal, organizational, and administrative skills.
* Must have experience overseeing and managing groups of children.
* Experience creating lesson plans preferred.

**General Requirements**

Staff is expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits: $30 per hour**

**Apply**

Interested and qualified individuals should forward their resumes with cover letter to: **:** Interested and qualified individuals should forward their resumes with cover letter to HR@nycmissionsociety.org. **Include in Subject Line: Re: Activity Specialist Theater, Power Academy.**

Visit our website at [www.nycmissionsociety.org](http://www.nycmissionsociety.org).

*Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.

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*Mission Society of New York City is an equal opportunity and affirmative action employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.*