



# The Greater Ridgewood Youth Council

## Job Description: Activity Specialist

We are seeking instructors who are creative, self-motivated, resourceful, and passionate about working with children to facilitate activities such as : Visual Arts, Drama, Team Sports, Fashion and Cosmetology, Journalism, Dance, Step, S.T.E.A.M (Science, Technology, Engineering, Art and Math), Culinary Arts, Photography, Filmmaking, Leadership Development, Healthy Living, Game Design, 3-D Printing, Literacy, Music (playing instruments and/or chorus) and Music Production.

### Skills, Knowledge and Responsibilities Required:

- Possess a mastery of the content being taught to participants.
- Ability to work between the hours of 2:00pm and 6:00pm.
- Create and submit monthly lesson plans using in-house lesson plan template.
- Develop and implement student-centered, interactive learning activities that will promote skill
- mastery and social-emotional development.
- Collaborate with Educational Specialist to develop age-appropriate lesson units.
- Create a positive and welcoming environment by modeling professionalism and utilizing positive
- reinforcement.
- Prepare students to participate in culminating events and showcases.
- Abide by the rules and regulations of the organization.
- Demonstrate excellent interpersonal and organizational skills.
- Previous experience providing instruction to children in a group setting.

-Previous experience providing instruction to children in a group setting is a plus.

-College diploma/College students with educational background preferred, however candidates with demonstrated experience in their respective field may be considered.

-Minimal educational requirement: High School Diploma or GED.

\*All applicants must be able to provide a current medical which includes a TB test; undergo a background check; and provide 3 letters of recommendation.

\*Salary will be based on qualifications and experience.

\*Be prepared to conduct a demonstration of a lesson and to provide 3 letters of reference (1 from a former employee and 2 from personal contacts) containing the referer's contact information during your interview.