



Mary Mitchell Family and Youth Center

2007 Mapes Avenue, Bronx NY 10460
(718) 583-1765 ♦ Fax: 718-583-1064 ♦ themarymitchelfyc.org

Position Title: Group Leader

The Mary Mitchell Center's mission is to improve the lives of families and youth in the Crotona community of the Bronx. A central tenet of the MMC philosophy is that nurturing youth in a caring, safe, yet stimulating environment can help them to become productive citizens. Thus, the MMC's goal is to offer various programs, including afterschool and summer programs, that provide Bronx youth with academic support, leadership development, health and nutrition education, physical fitness, and artistic development. Each program includes social skills and mentoring components integrated into the curriculum. The MMC seeks to help Bronx youth find alternatives to negative peer influences; pursue educational excellence; make positive life choices; and display appropriate social skills.

Group Leader Job Description: Part-Time: 20-25 Hours a Week

To lead and supervise participant groups and create and implement activities under the guidance of an Activity Specialist or Content Specialist.

The Group Leaders must have the necessary content knowledge, experience, and skills to implement the program activities effectively.

Required responsibilities include:

- Picking up students from assigned schools
- Developing and facilitating structured, age-appropriate activities based on the program schedule and curriculum. Proposed activities will include literacy, STEAM, physical activity, leadership development, health and wellness, and social-emotional learning.
- Always ensure children's safety and properly monitor the room
- Must be available to work all listed holidays from 8 am – 6 pm
- Maintain required staff-to-participant ratios and ensure that participants are never left unsupervised.
- Provide homework assistance and encourage participants to develop positive study habits.
- Create a welcoming, inclusive, and supportive environment where participants feel safe, respected, and valued.
- Establish clear expectations, routines, and appropriate behavioral boundaries.
- Use positive behavior-management and conflict-resolution techniques.



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- Take accurate attendance throughout the program day and immediately report missing or unaccounted-for participants.
- Maintain activity records, lesson plans, incident reports, and other required documentation.
- Supervise participants during arrival, dismissal, meals, snacks, transitions, recreation, field trips, and special events.
- Follow established procedures for releasing participants only to authorized parents, guardians, or approved individuals.
- Escort participants safely throughout the school building and to approved program locations.
- Inspect activity areas and materials for safety concerns before and during activities.
- Immediately report injuries, suspected abuse or maltreatment, behavioral concerns, safety hazards, and other serious incidents to the Program Director.
- Follow all emergency procedures, including evacuation, lockdown, and shelter-in-place protocols.
- Assist with emergency drills and maintain accurate participant accountability during emergencies.
- Communicate professionally with parents and guardians regarding program activities, participant progress, and concerns, as directed by the Program Director.
- Work collaboratively with Activity Specialists, youth workers, and other program staff.
- Prepare activity materials and maintain clean, organized, and safe program spaces.
- Help distribute meals and snacks and follow all food-safety and allergy procedures.
- Encourage regular program participation and positive engagement.
- Participate in staff meetings, supervision sessions, professional-development workshops, and required trainings.
- Build positive and professional relationships with participants and encourage respectful interactions.
- Follow all Mary Mitchell Family and Youth Center, DYCD, DOE/school-building, SACC, and applicable New York State requirements.



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Must be available to work on the below selected holidays from 8 am – 6 pm.

Mandatory Working Holidays
Monday, September 21, 2026 – Yom Kippur
Monday, October 12, 2026 – Italian Heritage/Indigenous Peoples Day
Wednesday, November 11, 2026 – Veterans Day
Monday, January 18, 2027 – Rev. Dr. Martin Luther King Jr. Day
Monday – Friday, February 15-19, 2027 – Midwinter Recess
Tuesday, March 09, 2027 – Eid al-Fitr
Monday, May 17, 2027 – Eid al-Adha
Monday, May 31, 2027– Memorial Day
Thursday, June 10, 2027 – Anniversary Day / Chancellor's Conference Day

COMPASS DYCD is a contract-based program, and this position is available for as long as the program is being funded.

Qualifications:

- 18 years or older
- Must have at least two years of direct experience working with children under the age of 13
- Background check and fingerprints must be done and cleared before employment
- Have at least an associate's degree, or at a minimum, a high school diploma or equivalent

Payment:

- 20-25 hour work week
- Pay rate starting at \$17.00 per hour



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