The Dodge YMCA is seeking a qualified individual who will play a critical role in coordinating and developing educational activities in STEM, literacy, and writing to children in grades K to 5th grade, under the supervision of the Site Director. The Education Specialist will work with counselors to design activities that will promote subject mastery, develop grade-level competencies, and teach study skills to improve overall academic performance. S/he will also be responsible for creating a safe and positive environment for school age children, provide opportunities for learning, interaction, and academic/ personal growth.

**Responsibilities:**

- Create and design age-appropriate lesson plans for participants. Collect and review all lesson plans to ensure proper alignment with Department of Youth and Community Development (DYCD) and Department of Education (DOE) standards.
- Assist participants in actively achieving increased comprehension and retention of specific subject material, and improve academic skills in designated areas.
- Identify participants experiencing difficulty; provide encouragement and alternative explanations of subject material.
- Support staff in execution of lesson plans, academic activities, and give constructive feedback.
- Provide coaching on classroom management and other areas.
- Work with Site Coordinator, Site Director and school staff to understand academic expectations of day school, and develop activities, assignments, practice tests and strategies accordingly.
- Create or use existing tool for curriculum to ensure integrity; create academic learning plan for participants.
- Work with participants to develop a high level of motivation in academic areas and positive attitudes toward learning and studying, by acknowledging student efforts, progress and achievements.
- Ensure the health, safety and well-being of participants in the program, by providing appropriate supervision at all times.
- 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 (attendance, sign in/out forms, behavior reports, incident reports, and accident reports, as appropriate).
- Understand and communicate the YMCA’s core values and the goals of the After School program to participants and care givers.
• Develop and maintain positive relationships with parents and guardians through regular communication about their child’s strengths and areas of growth.
• Adhere to all Department of Health (DOH), YMCA of Greater New York, and DYCD standards, expectations, and regulations.

**Qualifications:**
• Pursuing Bachelor’s Degree in Education or a related field.
• At least two years’ experience working with grades K to 5th.
• General knowledge of MS Word, Excel, and PowerPoint, Access, Adobe PageMaker and Photoshop preferred.

We offer an exciting and innovative work environment with an organizational culture committed to serving all members of our community. If you would like to be a member of our dynamic team, please forward your cover letter and resume with subject line “Education Specialist” to Malorie Bernadel at mbernelad@ymcanyc.org.

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