



Education Based Latino Outreach EBLO
606 South Ann Street, Baltimore, MD 21231

Job Description
Mi Segunda Casa Group Leader

Position: Mi Segunda Casa afterschool program group leader
Reports to: Site Coordinator
Supervises: Volunteers and others as assigned
Close date: Friday, February 3, 2012

Position Description:

Under the direction of the site coordinator, the group leader is responsible for leading afterschool activities with primarily Hispanic students in grades 1st through 8th. Other responsibilities include tutoring students on homework assignments and leading enrichment activities with groups of up to 15 students. Group leaders will provide opportunities for students to fulfill their potential for intellectual, emotional, physical, and psychological growth with a particular emphasis on cultural heritage and English language acquisition.

This is a part-time position that requires availability from 3:30pm to 6:30pm (depending on assigned location) on school-days with the opportunity for some weekend hours.

Qualifications:

Experience working with children in grades kindergarten through 8th grade required
Minimum of two years of college with an educational emphasis or an Associate's degree required (Bachelor's degree preferred (any major accepted))
Ability to pass a fingerprint background check required
Bilingual in Spanish and English preferred

Primary Responsibilities:

1. Leads, participates in, and is responsible for afterschool program activities.
2. Ensures the safety and good behavior of the group through effective behavior management.
3. Assists students with homework and assures each student has completed homework correctly.
4. Assists teachers in the instruction of academic skills such as reading, math, and English language acquisition in accordance with researched-based teaching methods.
5. Consistently communicates with site coordinator on the progress and needs of the students and participates in a team approach to communicating with parents and teachers.
6. Communicates with school day teachers regularly on the needs and progress of students.
7. Participates in professional development and project-related trainings as assigned.
8. Ability to prepare student assessments and reports on a regular basis.
9. Follows the program's daily schedule as created by the coordinators and program manager.



Education Based Latino Outreach EBLO
606 South Ann Street, Baltimore, MD 21231

Competencies and Skills:

1. Engages children in group and individual activities
2. Works independently with little direct supervision
3. Possesses strong oral and written communication skills
4. Builds relationships to ensure success of students

Salary:

\$10 to \$15 per hour depending on experience and qualifications

To Apply:

Send email to nscarpri@eblo.org or fax to 443-563-0097 with a cover letter, resume, and three (3) references **by Friday, February 3, 2012**. (Cover letter and fax may be addressed to Neta Scarpri.)

Education Based Latino Outreach (EBLO) was established in 1980 for the purpose of improving the lives of Hispanic youth and their families through educational opportunities and cultural programs. EBLO is the sponsoring organization of the Mi Segunda Casa afterschool program, which is funded through a 21st Century Community Learning Center grant.

EBLO is an Equal Opportunity Employer. ADA requires EBLO to provide reasonable accommodations to qualified individuals with disabilities.