POLICE ATHLETIC LEAGUE, INC.

Police Athletic League (PAL) is the largest independent youth organization in New York City that provides educational and recreational activities for children and young adults. PAL Inc. and The New York City Police Department work in partnership to provide communities with summer and after school recreational and educational activities.

We are looking for a Group Leader who will be responsible for leading small group instruction and activities in an after-school setting.

Job Title: Group Leader
Status: Part-Time, Regular
Location: New York/Brooklyn/Queens/Staten Island/ Bronx
Reports to: Center Director

Major Duties and Responsibilities:

- Identify and facilitate age appropriate, thematic based lesson plans and activities that align to NYC educational standards.
- Provide a safe, structured environment for student learning.
- Facilitate small group tutoring sessions and recreational/cultural activities (up to 10 -12 students).
- Participate in planning sessions and/or staff development sessions with Center Directors.
- Complete necessary reports to monitor student progress and participation; Includes: daily attendance, maintaining student portfolios and pick-up sign-in sheets.
- Attend PAL culminating activities and events such as recitals, performances, fairs and trips.
- Lead or attend meetings with staff, parents, volunteers and community residents as needed to assist in program delivery and promotion of programs.
- Communicate with parents and school administration to inform them of participants' progress.

Knowledge, Skills, and Qualifications

- Minimum H.S. diploma/GED.
- College students preferred with major in Education or Child Psychology.
- 1-3 years experience working with youth from 6 to 18 years old.
- Must possess strong classroom management skills.
- Must demonstrate the ability to develop lesson plans.

- Must be responsible and organized with strong written and verbal communication skills.
- Must be a team player.
- Fluency in Spanish a plus.

How to apply:

Please send your cover letter and resume to jobs@palnyc.org and include your name and the position title in the subject line: for example, “Matthew – Group Leader”. Include your cover letter and resume as attachments titled “YourNameCoverLetter” and “YourNameResume”. In your cover letter, please tell us how you found out about this opportunity and whether you have applied for a position at Police Athletic League in the past.

Police Athletic League seeks to hire staff who reflect the diversity of the communities we serve. All positions at PAL are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.