



COMMUNITY ART CENTER, INC.

119 Windsor Street
Cambridge, MA 02139

ph. 617.868.7100
www.communityartcenter.org

School Age Child Care Program Teacher/Group Leader - Job Description

Title: School Age Child Care Program Teacher/Group Leader (Arts)

Hours: School Year: after-school 12pm-6pm (September-June/ 30 hours per week)
Summer: out-of-school time 8am-6pm (July-August / 40 hours per week)

Overview

For nearly 90 years, Community Art Center has provided a second home for youth through culturally relevant after school arts and media programs. The Art Center is a neighborhood institution committed to its mission: *to cultivate an engaged community of youth whose powerful artistic voices transform their lives, their neighborhoods, and their worlds.* Youth ages 5-12 participate in **The School Age Child Care (SACC) Program** where they become creative problem solvers through a hands-on arts curriculum. Classes engage all youth in the creative process through exposure to a wide array of interdisciplinary mediums. Open all but 14 week days of the year, and 10 hours a day during school vacations and summer, our unique approach to integrating arts and social services offers youth the opportunity to learn, grow and achieve their full potential.

Community Art Center holds four key values at its core:

- We believe in the power of young people
- We believe in the power of artistic expression
- We believe in taking care of ourselves and each other
- We believe in creating positive change in our neighborhood and beyond

Community Art Center seeks an enthusiastic, creative, highly-committed School Age Program (Visual Arts/Media/Dance/Theater) Teacher/Group Leader to join our dedicated staff of artists/youth workers.

Responsibilities:

TEACHING AND YOUTH DEVELOPMENT

- Design and implement visual arts classes for a class of up to 10, 5-12 year olds which demonstrate initiative, creativity and are in line with CAC's values and mission
- Provide active and supportive guidance for assigned group of up to 10 school age youth consistently developing and implementing creative and engaging daily activities
- Ensure the safety of all activities and of the overall environment, including transitions, both on- and off-site
- Maintain overall cleanliness of the visual arts room, orderliness of all programmatic visual arts supplies, and consistent displays of student artwork on classroom bulletin boards and CAC gallery space as needed
- Serve as an advocate for youth as needed, promoting positive relationships with families, school and other service providers

PLANNING AND ADMINISTRATION

- Write and submit curriculum for semester long visual arts classes in a timely manner and populate classroom bulletin boards that correspond with class content
- Plan for field trips, visiting artists and supply needs and submit to administration for approval
- Evaluate the artistic and social development of the youth in your groups/classes using CAC's evaluation tool
- Complete and file necessary forms including discipline referrals, incident reports, accident "ouch" reports and parent/family communication
- Support and supervise college interns, volunteers and teen assistants assigned to your classroom
- This position reports directly to the School Age Program Manager

PROGRAM CULTURE

- Provide an inspiring, positive, energetic, caring and safe environment for all youth that reinforces positive social skills and creates a healthy and fun learning environment
- Work in collaboration with all Community Art Center staff members, participating in supervisory and staff meetings as needed including training days, retreats and CPR/First Aid Certification
- Learn and reinforce all program policies, rules, and regulations and respond immediately and provide follow-up to all incidents including positive and negative behaviors, incidents and accidents based on CAC behavior management policy
- Support the Art Center's values, mission and vision and contribute to a positive and healthy work environment

Qualifications:

- Minimum of one year teaching or direct service work with school age youth (5-12years)
- Experience teaching visual arts
- Demonstrated commitment to working with communities of various cultural backgrounds
- Understanding of and commitment to youth development principles
- Superior interpersonal skills
- Excellent organizational and leadership skills
- Ability to write curriculum
- Solid work ethic and attention to detail
- Proven reliability and dependability
- Ability to work independently and as part of a team
- Common sense and a sense of humor are a must
- Bilingual in English/Haitian Creole and/or Spanish a plus

Salary/Benefits: 30-40 hrs/wk available; with occasional hours for community events, festivals, activities. \$20+ hour, Community Art Center offers one of the most comprehensive benefits packages for youth work in the area. Considered full-time at 30 hrs/week, Community Art Center offers individual health and dental, 2 weeks paid vacation, 1 week sick/personal days, 401K including match from employer; and ample professional development/ executive education opportunities with potential for growth

Please send a resume to: careers@communityartcenter.org
With the Subject Line: **Attn. SACC Teacher/Group Leader**