



# Cambridge Community Center

Learn. Grow. Connect.

## **Cowemoki Summer Enrichment Program - Lead Teacher**

Located in the Coast neighborhood of Cambridge, between Central Square and Memorial Drive, the Cambridge Community Center has been serving the community for 90 years. Today our mission is to promote community cooperation and unity and empower youth, individuals, and families. We do this by offering social, cultural, educational, and recreational activities.

Our youth programs run 50 weeks of the year and have a focus on supporting the **social-emotional growth and development of the children we serve**. We place a great deal of emphasis on **family engagement** in order to best serve our youth. We are also proud to accept EEC vouchers and offer tuition assistance to income eligible families.

**Reports To:** Director of Out-of-School Time (OST) Programs; Director of Youth and Family Services

**Dates:** Monday, June 24, 2019 - Friday, August 23, 2019

**Regular Hours:** Full Time, 8:00AM – 5:30PM, Monday – Friday; Hours may vary from day to day

### **Specific Duties:**

#### *Planning Time*

- Plan and lead classroom, gym, and/or computer lab activities every day that support the social-emotional development of the children we serve
- Work as a team with MSYEP teens and volunteers to coordinate activities
- Gather all materials during planning time so that activities can start on time
- Include children's interests in the planning process
- Work with other group leaders to plan, share ideas, resources, etc.
- Manage classroom space: post schedules, display children's work, organize games, gather materials, etc.

#### *Youth Work*

- Have fun with the kids!
- Keep children physically and emotionally safe while encouraging them to participate and do their best
- Build strong relationships with the children that you work with
- Lead daily enrichment activities that support the social-emotional development of the children we serve
- Maintain accurate classroom attendance at all times
- Serve breakfast, lunch, and snack to children every day according to USDA guidelines

#### *Family Engagement*

- Build strong relationships with parents of children you directly work with
  - At CCC, **we don't just enroll children, we enroll families**
- Promptly communicate with parents regarding any injury/incident reports
- Record all calls made to parents in the parent call-log for future reference
- Be sympathetic and responsive to any concerns that a parent raises

**Regulated Qualifications:**

Lead Teachers must be at least 18 years of age and meet **ONE** of the following requirements:

1. Have a Bachelor's Degree or an Associate Degree plus 3 months of at least half-time experience working with school-age children.

**\*\*OR\*\***

2. Have at least 6 months of half-time experience with school-age children.

**Other Requirements:**

- CPR/First Aid Certified (we will provide training for new staff members who are not currently certified)
- Preference will be given to candidates who have experience working with low to middle-income children and families and a demonstrated ability to design and lead age-appropriate activities with an emphasis on social-emotional development
- Ideal candidates are motivated, reliable individuals who are able to engage with children and families on a personal level and care deeply about our community

**How to Apply:**

Please email your **resume and cover letter** to Rachel Kinch, Director of Out-of-School Time Programs, at [rachelk@cambridgecc.org](mailto:rachelk@cambridgecc.org). **Incomplete applications will not be considered.**