



WE ARE HIRING!!!

Mission: Bryce's Journey, Inc. is a Black women led 501(c)(3) non-profit organization with a mission to provide advocacy, education and support to under-served children of Boston, living with Autism and ADHD.

General Description: Bryce's Journey seeks to hire After School Group Leaders who can help us support under-served children with Autism and ADHD at Bryce's Journey, Inc. The position is 10 hours per week on Wednesday, Thursdays and Fridays from 2:45 p.m. until 6:00 p.m.

This is a in person opportunity. This is a grant funded position. Qualifications/Requirements:

- High School Diploma
- Person who shows empathy and compassion for individuals
- Experience in working with children with Autism and ADHD
- Knowledge and understanding of mental health
- Maintain professional boundaries and ethical standards
- Work with racially and socio-economically diverse populations

Must have or apply for CPR/First Aid Certificate. We strongly encourage passionate candidates from all ethnic/racial backgrounds to apply! Bryce's Journey is an equal-opportunity employer. All candidates must undergo a background check in accordance with local laws/regulations.

Job Types: Contract - Part-Time After School Group Leader

Salary: \$18.00 - \$20.00 Based on experience

Email Resume: brycesjourney@outlook.com

Michelle Jenkins, Founder and Executive Director

Responsibilities:

1. Arrive on time Wednesday, Thursday and Friday 2:45 – 6:00 p.m.
2. Follows the curriculum of Bryce's Journey - will be trained
3. Make sure worksheets and snacks are out on the table and ready for students upon arrival
4. Leader of students in outside community activities
5. Hands on interaction with children during Social and Emotional learning time
6. Make sure students place snack wrappers into the trash upon completion
7. Talk with parents about donating snacks to Bryce's Journey if you see snacks are getting low
8. If a child is struggling to participate at table, you sit with them until redirected back to the social skills group
9. Review all emails from the Executive Director and reply back in a timely fashion
10. Wipe down all tables with Lysol wipes when group is over
11. Helps support the children by being a positive role model while on site
12. Wear Bryce's Journey Staff shirt when on site
13. Removes Trash on Fridays and sweeps down the site Floors
14. Makes sure the bathroom is clean on Friday's
15. All staff leave together at 6:00 p.m.

