



## 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 a Site Supervisor!** Are you looking for a rewarding and flexible career as a Site Supervisor? We are looking for caring, compassionate and hardworking Site Supervisors for our site in Hyde Park, MA. The position is 10 hours per week on Wednesday, Thursdays and Fridays from 2:30 p.m. until 6:00 p.m. This position will expand to 15 Hours eventually working Monday through Friday from 2:30 until 6:00 p.m.

This is an in-person opportunity. Qualifications/Requirements:

- Associate's degree
- Person who shows empathy and compassion for individuals
- Excellent communication and organizational skills
- Previous supervisory experience strongly preferred
- 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

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 Site Supervisor Salary: \$22.00

Visit our website at: [www.brycesjourney.org](http://www.brycesjourney.org)

Email Resume: [brycesjourney@outlook.com](mailto:brycesjourney@outlook.com)

Michelle Jenkins, Founder and Executive Director

**Responsibilities:**

1. Arrive on time Wednesday, Thursday and Friday 2:30 – 6:00 p.m.
2. Follows the curriculum of Bryce's Journey
3. Supervises the Group Leaders and Interacts with students
4. Make sure Group Leaders have worksheets and pencils out for students
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. Instructs Group Leader to wipe down all tables with Lysol wipes when group is over
11. Helps support the students by being a positive role model while on site
12. Wear Bryce's Journey staff shirt when on site
13. Line Leader on Walks to the Library, Walking Field Trips and to the YMCA
14. Does Inventory for snacks and office supplies
15. All staff leave together at 6:00 p.m.

