



**PART-TIME
SALARY: \$20-30 P/H**

NEW AMERICAN INITIATIVE INSTRUCTOR

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

The YMCA of Greater New York is seeking New American Initiative Instructors who will be responsible for developing and teaching contextualized curricula that is aligned with adult learning principals and the necessary educational gains, facilitating assigned classes, evaluating students' progress, and supporting the programs and services within the New American Initiative.

Responsibilities:

- Teach ESOL, Civics, Citizenship, Workforce Readiness, Technology, or other assigned class in a manner which builds student skill level and confidence.
- Develop and / or utilize lesson plans that reflect an understanding of how best to teach reading, writing, grammar, listening, speaking, workforce and technology skills in thematically organized and developmentally / culturally appropriate ways.
- Maintain up-to-date hard and soft copies of lesson plans, syllabi, curricula, and handouts.
- Complete student assessments, within the communicated timeline of the Initiative.
- Maintain accurate and timely student files, including students' work, documentation of skill development, test results, and case notes, as appropriate.
- Support with classroom administration, including ordering supplies as appropriate.
- Manage and submit class attendance and interactions daily.
- Ensure timely data entry into databases, as needed.
- Pre and post-test students using Best Plus 2.0, Best Literacy and/or TABE standardized testing or alternative assessment tools.
- Model the best practices of hospitality and positive culture.
- Support all aspects of programming, including but not limited to community outreach, recruitment, and participant outreach.
- Work enthusiastically as part of a team and establish positive relationships with participants, the community, collaborators, and partnerships.
- Actively participate in training sessions, designated meetings, and events.

Qualifications:

- Bilingual preferred.
- Minimum one year of relevant experience teaching English as a Second Language.
- Bachelor's degree required. Master's degree in education preferred.
- Knowledge of Microsoft Word, Excel and Powerpoint.
- Knowledge of civic education, immigration legal services, and case management, preferred.
- Knowledge of Best Plus Testing required.
- Must be a self-starter, highly organized, patient, and able to work well with others.
- Must be available to work a flexible schedule during hours of operation, 9am-9pm.

EQUAL OPPORTUNITY EMPLOYER ♦ DRUGFREE WORKPLACE

Auxiliary aids and services are available upon request to individuals with disabilities

New York City's YMCA | **WHERE THERE'S A Y, THERE'S A WAY**



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We offer an exciting and innovative work environment with a culture committed to serving all members of our community. As a leading not-for-profit, community service organization, our Association relies heavily on fundraising to support the wide range of programs we proudly provide the communities we serve. Our expectation is that all staff promotes participation of their branch fundraising efforts in some capacity. If you would like to be a member of our dynamic team, please forward your cover letter and resume with subject line *"New Americans Initiative Instructor"* to rrinaldo@ymcanyc.org.

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