



EMPLOYMENT WITH ACT

ABOUT ACT

Founded in 1971, ACT Programs provides a safe haven where toddlers to teens from many faiths, cultures and economic backgrounds gather to learn, play and grow. ACT consistently provides children and their families with high quality services that sustain, support and enhance their ability to thrive in diverse communities. ACT offers year-round, affordable, reliable, nonsectarian and socially enriching educational programs and special events for families in and around the Cathedral of St. John the Divine. Our staff members value empathy and understanding, and encourage the children in their care to try new things, live authentically, be kind to all, and have fun.

OPEN POSITIONS

PART-TIME

FRONT OFFICE ASSISTANT/RECEPTIONIST

Part Time (Monday – Friday; Year Round)

The Office Assistant will be responsible for providing administrative support to ensure that office services are delivered in an efficient manner. The Receptionist has a comprehensive understanding of the program's activities and, as the first point of contact, is responsible for maintaining student records and ensuring that inquiries and questions are answered and directed appropriately, while maintaining a positive, welcoming, and caring environment in the front office. They must be comfortable with Microsoft Office programs as well as able to learn how to use unique registration software.

AFTER SCHOOL GROUP LEADER

Part Time (Monday – Friday; September – June)

Group Leaders must be over 18 years old. They lead and organize activities for the students in their group, work cooperatively with program specialists and develop team spirit among group members. Experience with children preferred, but training is provided.

FULL-TIME (SEASONAL)

SUMMER CAMP PRESCHOOL HEAD TEACHER

(Monday – Friday; June – August)

The Summer Camp Head Teacher leads and organizes activities for their group of children under 4.9 years old. They must support campers' cognitive, emotional, social, and physical needs while keeping parents informed. The Candidate must have a BA in Education and/or NYS Early Childhood License or equivalent. They must have 2 years of group teaching experience with children under 6 years old and excellent communication skills.



SUMMER CAMP PRESCHOOL ASSISTANT TEACHER

(Monday – Friday; June – August)

The Summer Camp Assistant Teacher works with the Head Teacher to lead creative activities, establish a routine, and support the social-emotional needs of children under 4.9 years old. Experience working with young children is greatly preferred.

SUMMER CAMP SPECIALIST

(Monday – Friday; June – August)

Specialists lead 45-minute periods in their area of expertise with all camp groups, ranging from ages 3.7 to 14. They must create lesson plans, engage campers, and help them build skills. Available areas: Arts and Crafts, Sports and Games, Nature, Performing Arts

SUMMER CAMP GROUP LEADER

(Monday – Friday; June – August)

Group Leaders must be over 18 years old. They lead and organize activities for the campers in their group, work cooperatively with program specialists and develop team spirit among group members. Experience with children preferred, but training is provided.

SUMMER CAMP LEADER-IN-TRAINING

(Monday – Friday; June – August)

Leaders In Training are High School students aged 16 and 17 who can participate in an internship program that can make a positive difference in the lives of the campers. They will support Group Leaders and learn the ins and outs of group management. They will be paid a weekly stipend.

HOW TO APPLY

Please complete the application for the type of work you are interested in:

Application for Administrative Work

Application for Childcare Work

Leader In Training Application

Email your completed application, resume, and cover letter to mdeltejo@stjohndivine.org.