



September 14, 2023

PCDC Out of School Time (OST) Program: Group Leader Job Description

Are you interested in becoming a Teacher, Coach, or Mentor? Do you have experience working with youth?

Philadelphia Chinatown Development Corporation (PCDC) is looking for strong leaders to work with our afterschool program. Hours will be M-F 3:00 PM – 6 PM in Chinatown, Philadelphia.

*Chinese/English Bilingual is strongly preferred

Duties and Responsibilities

Group leaders are responsible for assisting in the planning and implementation of daily activities (focus on sports: basketball/volleyball/badminton/Ping Pong, etc.)

- Assist with set-up and clean-up of school activities as needed
- Supervise and direct students according to the site
- Ensure that youth are always safe
- Attend required trainings as needed
- Be familiar with and strive to comply with the School Standards for Youth Programs
- Engage students with different sports/games
- Help/create lesson plans
- Other duties as assigned

Education and Experience

- 2 years of experience working with youth in grades 8th-12th or other relevant experience
- Able to be physically active with and engage youth
- Experience with urban settings and diverse populations
- Excellent interpersonal and communication skills
- Chinese/English Bilingual is preferred

Schedule/Salary:

- Part-Time
- Monday to Friday 3 PM – 6 PM
- \$18/hour

To apply: send resume and cover letter to ryang@chinatown-pcdc.org

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