



**P.S. 38Q – THE ROSEDALE SCHOOL
29Q038
COMMUNITY ASSISTANT**

Position Summary: The Rosedale School is seeking a highly motivated individual who is committed to developing relationships and partnerships with community-based organizations including such groups as Girl Scouts, Boy Scouts, and Cross Island YMCA. The Community Assistant will support the school's efforts to increase student participation in after-school academic and extracurricular activities.

Reports to: Principal and Assistant Principal

RESPONSIBILITIES

- Proactively seek partnerships with institutions and organizations promoting enrichment programs. Examples, to date, include partnerships with the Kickers Youth Sports Association of Southeast Queens and The Center for Cultural Arts African Poetry Theatre.
- Organize after-school activities, school trips, and school-wide events such as Career Day, Family Nights, Community Health Fair, etc.
- Promote educational awareness through various school-wide activities and publications.
- Assist the Assistant Principal with special projects related to community outreach.

QUALIFICATIONS

- High School graduate preferred.
- Experience in community centered activities in an area related to duties described above.
- Excellent oral and written communication skills.
- Ability to manage multiple tasks simultaneously.
- Proven experience working with the organizations mentioned above.
- Strong interpersonal skills.
- Demonstrated ability of working successfully with students.
- Knowledge of ATS, Microsoft Office Windows, Microsoft Office Publisher, Microsoft Office Excel

Salary: \$27,351+

Application: Please send a cover letter and resume, no later than **October 22, 2009**, to:

Cassandra Hundley, Principal
P.S. 38Q – The Rosedale School
135-21 241st Street
Rosedale, NY 11422
Fax # 718-712-1598 or Email to: Chundle@schools.nyc.gov

NOTE: The filling of all positions is subject to budget availability.

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