

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$31.00 – \$35.00 Frequency: HOURLY
Business Title: Instructor, Explorer Program (Part-Time)	Work Location: 75-20 Astoria Blvd, East Elmhurst, NY 11370
Division/Work Unit: Human Resources Division	Number of Positions: 1
Job ID: 228821	Hours/Shift: Day and Evening (28 hours per Week)
Job Description	
<p>The Department of Correction seeks to recruit a candidate to serve as an Instructor for the Explorer Program within the Department of Correction. Under general supervision and with latitude to exercise independent judgment, the successful candidate will be responsible for providing guidance, information, and insight into the field of Correction. Typical duties of this position will include but not limited to:</p> <ul style="list-style-type: none"> • Provide overall supervision of daily classroom operations; • Partner with other uniformed members of service to provide appropriate classroom supervision to the Explorers as they participate in indoor and outdoor activities; • Supervise and implement the curriculum assignments within the Explorers program daily schedule; • Appropriately integrate technology into Explorers program through designated resources; • Implement the approved lesson plans and daily classroom schedule using the Explorers curriculum outlines and materials; • Foster an environment that encourages creativity, exploration, leadership and decision-making; • Ensure that all parents are provided with an overview of the material taught in class and upcoming events; • Provide Explorers with clear and consistent behavioral expectations; • Partake in special projects and other related assignments as necessary; • Accompany Explorers on facility tours; • Perform related duties as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Professional experience as a Law Enforcement Officer/Police Officer/Correction Officer/Probation Officer/Peace Officer is preferred; • Previous teaching or training experience is a plus; • Experience or knowledge of curriculum design, lesson plan development, and training delivery; • Excellent communication, organizational, analytical and presentation skills highly desired; • Microsoft Office (Word, Excel, PowerPoint and Outlook) proficiency; • Successful candidates must pass a background check; Valid NYS Driver's License; CPR/First Aid certification is a plus; • NYS DCJS certification as a General Topics Instructor is a plus; training for this certification will be provided for candidates selected for this position. 	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 228821 For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 228821 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 1/15/16	Post Until: 1/29/16

The City of New York and the Department of Correction are Equal Opportunity Employers