



Middle School Creative Writing Instructor

ORGANIZATION: KCS/KCC (Korean Community Services / Korean Community Center)

POSITION TITLE: Middle School Creative Writing Instructor (Summer Only)

DEPARTMENT: NJ Education

REPORTS TO: Program Coordinator

ABOUT THE ORGANIZATION

Founded in 1973, KCS/KCC is a nonprofit 501(c)(3) multi-service organization dedicated to serving the Korean and greater community through social services, education, and cultural programs. Supported by government agencies, foundations, corporations, and individuals, KCS/KCC strives to provide impactful programs that meet the diverse needs of the community.

ABOUT THE POSITION

The NJ Education Department is seeking a dedicated and dynamic part-time Middle School Creative Writing Instructor for an intensive 2-week summer program in Tenafly, NJ. The instructor will teach rising 7th and 8th graders twice a week for four hours per day, helping them develop their creative writing skills. Through fun, interactive, and challenging lessons, students will explore storytelling techniques, sharpen their writing, and push their creative limits. The ideal candidate will create a supportive yet fast-paced environment where students can express their ideas and build confidence in their writing.

KEY RESPONSIBILITIES

- Design and deliver engaging, interactive, and intensive lesson plans for a 2-week creative writing course focused on rising 7th and 8th graders, covering key concepts like character development, plot structure, and dialogue.
- Provide thoughtful and constructive feedback on student writing throughout the course, helping them improve their skills and develop their own unique writing style.
- Create a supportive and inclusive classroom environment that fosters creativity, encourages risk-taking, and inspires students to experiment with their writing.

HEADQUARTERS
(ADULT DAYCARE
EDUCATION | HR IMMIGRATION |
PUBLIC HEALTH AND RESEARCH
CENTER | WORKFORCE
DEVELOPMENT)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

**OLDER ADULT
CENTER**

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

**PUBLIC HEALTH AND
RESEARCH CENTER (1)**

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

**PUBLIC HEALTH AND
RESEARCH CENTER (2)**

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

3556 159th St, #2nd Floor,
Flushing, NY 11358
Tel: 718-939-6137

**WORKFORCE
DEVELOPMENT**

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

**MENTAL HEALTH
CLINIC**

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540



KCS
WWW.KCSNY.ORG

THE KOREAN COMMUNITY
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뉴욕한인봉사센터

- Collaborate with colleagues to develop interdisciplinary projects that integrate creative writing with other subjects, enhancing the students' learning experience.
- Participate in professional development to stay informed about the latest teaching strategies and trends in creative writing education.

QUALIFICATIONS

- Education: Bachelor's degree in English, Creative Writing, Education, Literacy Studies, or a related field required; Master's degree preferred.
- Experience: At least 2 years of teaching experience with middle school students, preferably in English or creative writing. Experience working with diverse student populations is a plus.
- Instructional Skills: Strong ability to develop engaging and interactive writing activities, fostering creativity and critical thinking.
- Classroom Management: Skilled at maintaining an inclusive, structured, and positive learning environment.
Technology: Familiarity with digital literacy tools and educational platforms is preferred.
- Language Skills: Fluency in English required; bilingual ability in English and Korean is a plus.
- Availability: Must be able to commute to Tenafly, NJ, and commit to the 2-week, intensive summer program.

COMPENSATION

\$45 - 55/hr

APPLICATION

Interested candidates should send their resume and cover letter to njeducation@kcsny.org. For more information about our community services and programs, please visit www.kccus.org & www.kcsny.org.

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