

Afterschool Elementary Program Leader – 26 hours/week Job Announcement

TITLE: Program Leader

DEPARTMENT: Elementary Program

CLASSIFICATION: Part Time 26 Hours/week

Mandatory Availability: Daily Afterschool Monday-Friday 1:00-6:30pm, Fridays 10am-12pm

REPORTS TO: Program Coordinator

FLSA STATUS: Non-Exempt

SALARY: \$16.00 + Fringe Benefits

SUPERVISES: None

POSITION AVAILABLE: August 1

APPLICATION DEADLINE: Open Until Filled

SCOPE AND CHALLENGES

The Elementary Program Leader is a creative, flexible, fun, professional able to teach a diverse array of concepts, and able to communicate with both students and adults. Above all, this person has the enthusiasm and ability to learn how to deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality academic and enrichment instruction for up to 20 students in gender-specific afterschool classes for the 2018-19 school year.

Girls Inc. of Alameda County's Elementary Program is an after school literacy and enrichment program that provides an hour of literacy instruction and homework support daily, with other hands-on enrichment activities. Program Leaders deliver a dynamic and structured after-school program for K-5th grade youth to build their skills and interest in literacy and their love of reading. Our program serves students in the following East Oakland and San Leandro school communities: Acorn Woodland, Allendale, East Oakland Pride, EnCompass Academy, Horace Mann, Reach Academy, Think College Now/International Community School, and La Escuelita School.

PRIMARY RESPONSIBILITIES

- Plan, modify and deliver daily literacy and enrichment lessons to meet program goals for up to 20 students.
- Create a safe, respectful youth development based learning environment.
- Review weekly lesson plans with the Program Site Coordinator prior to delivery.
- Deliver creative and engaging projects to enhance students' learning.
- Deliver lesson plans that are culturally relevant for a diverse population of students.
- Implement lessons aligned with the Common Core State Standards, Youth Development and Trauma Informed practices.
- Organize classroom to facilitate independence, leadership and self-control in students.
- Participate in mandatory weekly staff development, consultation, training, and team meetings.
- Participate in quarterly evening or weekend events with participants and their families.
- Work closely with Program Site Coordinator and school staff to track participants' progress.
- With support, use data to inform academic instruction, literacy activities and small group instruction

- Support adult and teen volunteers.
- Work as a team member with Program Site Coordinator, Program Manager, and other Program Instructors.
- Communicate regularly with families, teachers, and volunteers.
- Maintain organization of classroom and communal supplies and paperwork.
- Effectively utilize prep time to prepare for activities and classroom observations.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- **A desire to support students in improving their skills and interest in literacy and academic enrichment subjects.**
- **Experience working and/or volunteering with elementary-age students.**
- **Experience with diverse families and communities.**
- **A desire to work in gender responsive programs**
- **Commitment of at least through the 2018-19 school year (August 1, 2018 – May 31, 2019).**
- Effective verbal and written communication skills necessary to work with children, teachers, and volunteers.
- Ability to spark curiosity, creativity, and confidence in students.
- Ability to manage up to 20 students in a safe, respectful environment.
- Open to gaining new knowledge and skills.
- Basic computer skills
- Ability to bend, lift, and move up to 20 lbs.
- Employment is contingent upon showing proof of 48 college units or passing the Instructors Aide test.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bilingual Spanish/English preferred.

BENEFITS: Employer pays part of standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

TO APPLY:

Email your resume to talent@girlsinc-alameda.org

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer