

Girls Inc. Program Leader (Enrichment) Job Announcement

TITLE: Enrichment Afterschool Program Leader

DEPARTMENT: Elementary Program

CLASSIFICATION: Regular Part-time 17-19 Hours/Week

Positions Available: 3

REPORTS TO: Program Coordinator

FLSA STATUS: Non-Exempt

SALARY: \$16.00 per Hour

SUPERVISES: None

POSITION AVAILABLE: August 1, 2018 -May 31, 2018 **APPLICATION DEADLINE:** Open Until Filled

SCOPE AND CHALLENGES

The Elementary Enrichment Program Leader is professional, creative, flexible, fun, 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 deliver curriculum, spark curiosity, creativity and confidence in all students. The Elementary Program Leader is responsible for and delivering high quality enrichment instruction for up to 20 students in gender-specific afterschool classes for the 2018-19 school year.

Girls Inc. is looking for Enrichment Instructors with experience teaching the following subject(s): STEM; gardening; visual and performing arts, sports, and/or health and fitness. Candidates with experience teaching enrichment subjects outside of these areas are also encouraged to apply.

PRIMARY RESPONSIBILITIES

- Plan and deliver daily enrichment lessons for up to 20 students
- Create a safe, respectful youth development based learning environment.
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- Develop and modify curriculum for enrichment activities.
- Develop creative and engaging projects to enhance students' learning.
- Implement lesson plans that are culturally relevant for a diverse population of students.
- Manage behavior and resolve conflicts between students.
- Organize classroom to facilitate independence and self-control in students.
- 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.
- Work as a team member with Program Site Coordinator, Program Manager, and other Group Leaders.
- Communicate regularly with Site Coordinator
- Participate in staff development, training and team meetings as scheduled.
- Maintain organization of classroom and communal supplies and paperwork.
- Effectively prepare for activities and classroom observations.
- Perform other duties as assigned.

ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS

- **Experience in and a desire to support students in improving their skills and interest enrichment subjects.**
- **Experience working with elementary-age students required.**
- **Experience working with diverse families and communities required.**
- **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 Aid test.
- Department of Justice clearance based on fingerprinting submission
- Proof of TB test within the last four years
- Bilingual Spanish/English preferred.

APPLY ONLINE:

Girls Incorporated of Alameda County
510-16TH Street
Oakland, CA 94612
www.girlsinc-alameda.org

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer