

After School Program Leader
\$14 an hour-Part-time 20hrs
Job Description

Summary

The Human Solutions LearnLinks program is looking for energetic, highly motivated and creative individuals to work in our after school program at low-income permanent housing complexes in Outer SE Portland (approx. 122nd and SE Stark). Our programs foster creative horizon-broadening programming for groups of 12 youth that includes: music, academics, cooking, science, creative art, and more!

Commitment: September 19th 2016 to June 8th 2017 (Full Academic School Year)

Work Days/Hours: Typical program hours: Monday-Thursday 2:00-7:00pm, one Saturday per month

Compensation: \$14 per hour

Job Duties:

- Provide homework and academic support for program participants.
- Facilitate and plan academic skill-building activities based on students' skill level and educational standards.
- Give and clearly explain instructions for the assignments given.
- Write lesson plans, use learning targets and instructional strategies.
- Create, plan, and facilitate engaging enrichment and physical activities for students.
- Support students in developing the skills they need to be successful in school and life.
- Promote a safe and positive classroom environment.
- Actively supervise and ensure student safety at all times.
- Model positive and proactive attitudes, behavior, and language.
- Communicate regularly with manager to ensure consistency with Quality Youth Programming guidelines.
- Ensure that all classroom space and equipment is left clean and orderly.
- Maintain appropriate, professional and kid-friendly speech, behavior and attire all times.
- Maintain accurate attendance records and reporting procedures.
- Meet deadlines with consistency.
- Attend and participate in all staff meetings and trainings.
- Provide guidance, support and instruction to volunteer tutors and interns as needed.
- Prepare activity materials from curriculum, and be responsible for the daily set-up and break- down of the classroom space.
- Collect program data.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and /or ability required.

- Minimum one-year experience and training working with school age children in an instructional environment. BA preferred but not required.
- Must pass a criminal background check.
- Must be able to work every day during after school programming hours and commit to a full academic school year required for the position.
- Must have experience working with youth.
- Must have a general knowledge base of core elementary and middle school subjects.
- Must possess strong classroom and behavioral management skills.
- Must be able to work independently and as part of a team.
- Must be able to communicate openly in a professional manner with students, parents, community partners, and co-workers.
- Must maintain confidentiality and demonstrate a high degree of integrity.

Essential Functions:

- Ability to lift and carry 25 pounds.
- Must have a driver's license, clean driving record and insurance.
- Ability to perform basic administrative tasks and keep detailed records.
- Ability to be punctual and reliable.
- Ability to commit to a full Academic Year.

Personal Qualities:

- A commitment to and strong believe in Human Solution's Mission and Organizational Values
- An ability to maintain goals and priorities when deal with varying challenges.
- Able to be flexible in working with people and groups of differing viewpoints.
- A strong dedication to youth development.
- A sense of creativity and enthusiasm.
- Somali, Russian, and/or Spanish speakers highly encouraged to apply.

Send cover letter and resume to tparson@humansolutions.org