

Boys & Girls Club of Corvallis - Learning and Enrichment Club - Lead Instructor

PART-TIME POSITION: This is a seasonal position at Garfield, Lincoln, or Wildcat elementary school that begins at the end of September and ends in June, following the Corvallis School District calendar.

Hours: Part-Time, non-exempt: Generally, Monday through Friday 2:00 - 5:30 PM most school days, plus staff meetings and trainings.

REPORTS TO: LEC Site Manager

WAGE: \$13.50 per hour

GENERAL DESCRIPTION: The Lead Instructor provides curriculum for activities that deliver high-quality academic support, enrichment and supervision, virtually and/or face to face, to participants enrolled in either of the Garfield GECKO Club, Lincoln LION Club, or Wildcat Club after school programs. They are responsible for building programs and engaging members in the process of learning; providing academic support and encouraging them to align their interests and strengths with learning opportunities. The Lead Instructor will target specific academic, social and behavioral outcomes for program effectiveness measurement, and will communicate these efficiently and on-time to various team members as needed.

GENERAL RESPONSIBILITIES:

- Supervise and facilitate children interactions virtually and/or face to face
 - Aid Site Manager to ensure overall quality instruction
 - Provide guidance and discipline in accordance with school policies and BGCC guidelines
- **Plan, write, and report weekly**, highly engaging lesson plans for both academic and enrichment times (utilizing Program Quality Assessment principles), including sports and games, arts & crafts, academics (to include homework support and activities), drama, music and/or other activities that are of interest to children, with an emphasis on creativity, fun, and academic enrichment.
- Perform and document student assessments for program and grant recording
- Maintain positive relationships with members and their families, school personnel, community partners, and BGCC staff, including volunteers and interns
 - Create weekly reports helping to communicate school to home
 - Participate in BGCC and school functions as needed
 - Work collaboratively with various team members and program participants
 - Other duties as assigned by the Site Manager

QUALIFICATIONS:

Required:

- An Associate's degree or higher with an emphasis in child development, education, recreation or a related field, **OR**
- A current post-secondary student and at least two years experience working with school age children in an organized group setting (i.e. classroom, kindergarten, school age child care, recreation program or comparable setting)
- Excellent communication and organizational skills for continuous program improvement, record keeping and effective interactions with team members
- Must maintain a current CPR/First Aid Certification, current Food Handler Permit, and attend a child abuse and neglect training.

Desired:

- Proficiency in Spanish

TO APPLY:

Submit a cover letter, resume, and a Boys & Girls Club of Corvallis job application found on www.bgccorvallis.org/careers

OR send a cover letter, resume, the filled out application form to:

Boys & Girls Club of Corvallis

Attn: LEC Application

1112 NW Circle Blvd.

Corvallis, OR 97330

The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We reserve the right to drug test applicants prior to employment.