

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

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

REPORTS TO: LEC Site Manager.

WAGE: \$10.75 per hour

HOURS: Generally M-Th 2:00 pm to 6:00 pm, Fri 1:00 pm to 6:00 pm most school days, and staff meetings and/or trainings when applicable.

GENERAL DESCRIPTION: The Assistant Instructor aids in activities that deliver high-quality academic support, enrichment and supervision to participants enrolled in either of the Garfield GECKO Club, Lincoln LION Club, or WILDCAT Club after school programs. They are responsible for engaging members in the process of learning; helping them to manage their assignments; and encouraging them to align their interests and strengths with learning opportunities. The Assistant Instructor will take direction from the Lead Instructor in aiding in supervision, daily routine, and behavioral management support.

GENERAL RESPONSIBILITIES:

- Supervise children grades K-5th grade in classroom, playground, and field trip settings
- Provide guidance and discipline in accordance with school policies and BGCC guidelines
- Build *Playworks* philosophy into core of program, ie. Recess, Behavior Management and Enrichment Activities
- Assist in the weekly programs including curriculum in academic and enrichment times, 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
- Maintain positive relationships with members and their families, school personnel, community partners, and BGCC staff, including volunteers and interns
- Participate in BGCC and school functions as needed
- Work collaboratively with Lead Instructor, various team members, and program participants
- Assist in program quality and daily routines
- Take direction from Lead Instructor
- Other duties as assigned by the Site Manager

QUALIFICATIONS:

Required:

- High School degree or higher with classes emphasizing child development, education, recreation or a related field, OR
- 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)
- High School Staff are eligible for employment after completion of the T3 program
- 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
- Proficiency in Microsoft Office and familiarity with iPad or MS Surface usage
- An Associate's degree or higher with an emphasis in child development, education, recreation or a related field
- Instructional experience in any of the following areas: fine and applied arts, science and technology, music, sports and recreation, language arts, drama, and/or cultural and inter/intrapersonal competence

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: Gavin Lorens

1112 NW Circle Blvd.

Corvallis, OR 97330

Or Email: glorens@bgccorvallis.org

541-757-1909 EXT 220

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