

Boys & Girls Club of Corvallis - Learning and Enrichment Club - Lead 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: \$11.75 per hour

HOURS: Generally M-Th 2:00 pm to 6:00 pm, Fri 1:00 pm to 6:00 pm school days, additionally any trainings, weekly staff meetings, and family nights when applicable.

GENERAL DESCRIPTION: The Lead Instructor provides curriculum for activities that deliver high-quality academic support, enrichment and supervision to participants enrolled in either of the Garfield GECKO Club, Lincoln LION Club, and Wilson WILDCAT Club after school programs. They are responsible for building programs and 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 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. Instructors will also direct the work of Assistant Instructors.

GENERAL RESPONSIBILITIES:

- Supervise children grades K-5th grade in classroom, playground, and field trip settings
- Aid site manager to ensure overall quality instruction including managing, assistant instructors, interns, and volunteers.
- 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
- **Plan, write, and report weekly**, highly engaging lesson plans for both academic and enrichment times, 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
- Direct the work of Assistant Instructors
- 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
- 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
- Proficiency in Microsoft Office and familiarity with iPad or MS Surface usage
- 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.