

Boys & Girls Club of Corvallis – STARS Program Assistant or SUB

PART-TIME POSITION: This is a seasonal position for STARS at Boys & Girls Club of Corvallis that begins at the end of August and ends in June, following the Corvallis School District calendar.

HOURS: Scheduled hours are 2:30-6:00, M-Th and 1:30-6:00 on Fri.

WAGES: \$11.00 /hr

REPORTS TO: The STARS Program Lead, under the direction of the Education Programs Director.

GENERAL DESCRIPTION:

STARS after school programs operate in four elementary schools in Corvallis. Assistants are hired to work at one specific site under the supervision of the Program Lead. Assistants are responsible for developing and implementing curriculum, designing fun and engaging activities, facilitating homework support, and providing a fun, supervised, and safe environment for children enrolled in the STARS program. This includes planning and leading games, arts and crafts, academics, drama, sports and/or other activities that are of interest to children with an emphasis on academic enrichment. Clubhouse operates the Non-School Extended Enrichment Day program on most nonschool days at the Boys & Girls Club. STARS staff members have the opportunity to work on these days, on an as needed basis. **STARS “subs” will be on an “On Call” for scheduled work.**

JOB FUNCTIONS:

- Provide a high quality academic enrichment and recreation program for elementary age children enrolled in STARS
- Implement developmentally appropriate activities
- Provide an environment in which children grow and develop
- Provide positive guidance and discipline through goal setting, natural & logical consequences, positive redirection and encouragement
- Follow all the policies of the Boys & Girls Club of Corvallis

MINIMUM QUALIFICATIONS:

- A degree with an emphasis in child development, education, recreation or a related field, **OR**
- One year of experience working with school age children in an organized group setting (i.e. classroom, kindergarten, school age child care, recreation program or comparable setting)
- At least 18 years of age and meet job requirements as specified by the Boys & Girls Club of Corvallis
- Maintain CPR/First Aid certification, Food Handler’s permit, and attend a Recognizing & Reporting Child Abuse training.

PREFERRED QUALIFICATIONS:

- A Bachelor’s degree or higher in education or a related field.
- Teaching license through the Teacher Standards and Practice Commission of Oregon.
- Two to four years experience working with elementary students.

To apply:

Complete and send an application that can be found at (<http://www.bgccorvallis.org/careers>), cover letter and resume to the Educational Programs Manager – STARS, for the Boys & Girls Club of Corvallis

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

Boys & Girls Club of Corvallis

Attn: Gavin Lorens for STARS,

1112 NW Circle Blvd.

Corvallis, OR 97330

Or Email: glorens@bgccorvallis.org

Register in the Oregon Central Background Registry by the time of your interview:
www.childcareinoregon.com

No phone calls please.

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