

Boys & Girls Club of Corvallis –

STARS Program Lead

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 1:00-6:00, M-F and 12:00-6:00 on early release Fridays, plus meetings and trainings.

Wages: \$12.00

REPORTS TO: Boys & Girls Club's Educational Program Director.

GENERAL DESCRIPTION:

STARS after school programs operates 2:45-6:00 M-Th, and 1:45-6:00 on early release Fridays, in four elementary schools in Corvallis. This includes: supervising STARS employees (including interns and volunteers), planning, and implementing games, arts & crafts, academics(to include homework support), drama, sports and/or other activities that are of interest to children, with an emphasis on creativity, fun, and academic enrichment; acting as a liaison between the STARS program and the school personnel; developing an ongoing relationship with parents, and ensuring the day-to-day safety and supervision of the elementary age children enrolled in the STARS program.

JOB FUNCTIONS:

- Provide a high quality academic enrichment and recreation program for elementary age children enrolled in STARS
- Plan and implement developmentally appropriate curriculum for the STARS program
- Submit lessons plans and supply lists
- Provide an environment in which children grow and develop.
- Provide positive guidance and discipline through goal setting, natural & logical consequences, positive redirection, and encouragement.
- Establish and maintain positive relationships with school staff, resource teachers, parents and children.
- Supervise staff under the direction of the Boys & Girls Club's Educational Programs Manager – STARS.
- Maintain accurate attendance records and ensure children's files are kept up-to-date.
- Submit all paperwork on time.
- Attend all STARS training sessions and staff meetings.
- Maintain the program according to 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**
- ◆ Two years 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, current CPR/First Aid certification, Food Handler's permit, and attend a Recognizing & Reporting Child Abuse training

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.