



Academic Lifelong Learning (ALL) Program Leader

Program: ALL Program

Supervisor: Site Coordinator Position

Length: 10 Months annually

Pay Rate and Hours Per Week:

\$12 per hour; 19.5-20 hours per week, Non-Exempt

Richstone Family Center (RFC) is dedicated to preventing and treating child abuse and trauma; strengthening and educating families; and decreasing violence in families, schools and communities. In existence since 1973, RFC has established itself to provide comprehensive services that include: trauma focused treatment and therapy, crisis intervention, group support facilitation, parenting and anger management classes, home visits, psycho-educational and skill building workshops, and youth academic support programs.

ALL is a collaborative partnership between the Richstone Family Center and Hawthorne School District. Program Leaders ensure quality implementation of daily homework assistance, disguised learning and enrichment activities with students in the after school program operating at Hawthorne schools. Program Leaders receive on-going training, and individual coaching to enhance professional development.

Job Duties:

- Develop and implement age appropriate lesson plans based for fun, skill-based learning activities
- Oversee and direct age appropriate academic lesson assignments, homework and enrichment/recreation activities with clusters of 20 students
- Implement effective classroom behavior management

- Maintain and keep inventory of classroom equipment and work areas
- Work effectively and collaboratively with co-workers, parents, teachers and community partners to ensure quality services are being delivered
- Monitor and enforce school and ALL program rules to provide a safe, respectful, and positive learning environment
- Participate as a part of a team with the Site Coordinator and other program staff to design and implement the ALL program model
- Complete daily attendance and other record keeping for Site Coordinator reporting
- Attend and participate in staff development meetings and trainings
- Serve as a role model by demonstrating appropriate speech, a positive attitude and encouragement

Qualification:

- Must be 18 years of age or older and be legally eligible to work in the U.S
- Must have earned a high school diploma or GED; College coursework and/or units earned in Early Childhood Education highly preferred
- Experience working with children preferred; able to work with diverse youth.
- Ability to develop and implement programs to help improve student's academic and social development required.
- All applicants must pass a basic skills test that includes: grammar, spelling, math and literacy
- Must be available to work the following days and hours: Mon, Tues, Thurs, Fri from 2:00pm – 6:30pm & Wed 1:00pm – 6:30pm; flexibility required.
- The program follows the operating calendar of the Hawthorne School District; the program is closed during school breaks and holidays.
- Must be able to handle multiple projects and meet deadlines.
- Basic computer skills required – Word, Excel, and software applications.
- Must maintain appropriate boundaries with students, parents, school personnel, and RFC staff at all times.
- Excellent organization, writing and communication skills.
- Act in accordance to Richstone's mission and vision. Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be

met by an employee to successfully perform the essential job duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Physical demands: Employee is required to stand, walk, sit, talk, hear, use hands, climb stairs, balance, crouch, or kneel. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment may fluctuate depending on programs running during the day.

Link to Apply: <https://www.helpwanted.com/94749cd8f8dc4-After-School-Program-Leader-A-L-L-Program-job-listings>