

Bay Area Community Resources (BACR) is looking for an energetic, highly motivated individual to work in our after school program:

<b>Position Title:</b>	<u>Madison Middle School After School Program Instructor</u>
<b>Reports To:</b>	BACR Program Coordinator
<b>Commitment:</b>	January (2017) to mid-June (2017) (Full Academic School Year)
<b>Work Days/Hours:</b>	Typical Program Hours: Monday – Friday 2:00pm to 6:00pm, Wednesday 12:30-6pm
<b>Compensation:</b>	<u>\$15-17</u> per hour DOE

**Positions Available:**

We are currently seeking committed and passionate Program Instructors to lead academic, physical, and enrichment activities as part of our East Bay After School Programs. Program Instructors must be able to work with up to 20 youths during after school hours Monday through Friday.

**Qualifications:**

- Must have an Associate Degree or higher, or 48 or more college units, or pass the Instructional Aide exam
- Must pass a criminal background check and TB test clearance
- Must be punctual and reliable
- Must be able to work every day during after school hours and commit to a full academic school year required for the position
- Must have experience working with youth
- Must have a general knowledge base of core elementary and middle school subjects
- Must possess strong classroom and behavioral management skills
- Must be able to work independently and as part of a team
- Must be able to communicate openly in a professional manner with students, parents, community partners, and after-school and school day-staff
- Must maintain confidentiality and demonstrate a high degree of integrity

**Job Duties:**

- Provide homework and academic support for program participants
- Facilitate and plan academic skill-building activities based on students' skill level and state educational standards
- Give and clearly explain instructions for the assignments given
- Write lesson plans, use learning targets and instructional strategies
- Create, plan, and facilitate engaging enrichment and physical activities for students
- Support students in developing the skills they need to be successful in school and life
- Promote a safe and positive classroom environment
- Actively supervise and ensure student safety at all times
- Model positive and proactive attitudes, behaviors, and language
- Communicate regularly with the coordinator to ensure consistency
- Ensure that all school space and equipment is left clean and orderly
- Maintain appropriate, professional and kid-friendly speech, behavior and attire all times
- Maintain accurate attendance records and reporting procedures
- Meet deadlines with consistency
- Attend and participate in all staff meetings and trainings

**Essential Functions:**

- Ability to lift and carry 25 pounds

- Ability to travel to required meetings and must have a clean driving record and insurance if using personal vehicle
- Ability to work with Excel/Microsoft Office and Web based programs
- Ability to perform basic administrative tasks and keep detailed records
- Ability to be punctual and reliable
- Ability to commit to a full Academic Year

**Personal Qualities:**

- A commitment to and strong belief in BACR's Mission, Organizational Values and Best Practices
- An ability to maintain goals and priorities when dealing with varying challenges
- Able to be flexible in working with people and groups of differing viewpoints
- A strong dedication to youth development
- A sense of creativity and enthusiasm

Applicants **must** meet the above requirements to be considered for any After School Program BACR position. If selected to be interviewed, you **must** bring the following items to your interview:

- Proof of TB test Clearance
- Proof of an Associate Degree or higher, or 48 or more college units, or pass the Instructional Aide exam
- A completed BACR Application Form
- Resume

Bay Area Community Resources (BACR) promotes the healthy development of individuals, families and communities through direct services, volunteerism and partnerships in the San Francisco Bay Area.

BACR is an equal opportunity employer and encourages diversity. Visit our website at [www.bacr.org](http://www.bacr.org).

How to Apply: Send Resume & Cover Letter to

**Ana Martinez** at [amartinez@bacr.org](mailto:amartinez@bacr.org) with Subject Heading "After School Instructor"

NO PHONE CALLS, PLEASE!