



## Job Announcement

### CLUB LEADER – WHITTIER AND GARVEY AREA

#### THE ORGANIZATION:

The mission of Woodcraft Rangers is to guide young people as they explore pathways to purposeful lives. Since 1922, Woodcraft Rangers has been recognized as one of the most pioneering and successful providers of expanded learning services in the Greater Los Angeles area. In the last year, more than 15,000 young people benefited from Woodcraft Rangers' programs. Our academically enhanced recreation and enrichment programs serve at-risk students at over 60 public elementary, middle and high schools and community centers in low-income neighborhoods.

#### OVERALL RESPONSIBILITIES:

- Plan and implement fun and enriching activities for members of their club.
- Recruit and maintain club participants.
- Develop positive relationships with youth in their program, parents, and school staff.
- Club Leaders are accountable to the Site Coordinator, Lead Club Leader and Program Manager for assigned duties.

#### RESPONSIBILITIES:

- Develop and implement program activities according to program goals and monthly themes.
- Supervise and participate in children's activities.
- Maintain and turn in attendance daily.
- Write and turn in lesson plans of program activities for each session in advance.
- Maintain professionalism at all times, consistent attendance, on time and prepared.
- Develop and maintain positive relationships with school staff, parents, and youth.
- Make weekly calls to students in their group who do not attend.
- Maintain maximum membership levels at all times.
- Implement weekly, monthly or quarterly fund-raisers as assigned.
- Develop and implement "end of session" performances or displays.

- Other related duties as assigned.

#### **QUALIFICATIONS AND EXPERIENCE:**

- AA Degree in Child Development or a related field is preferred or minimum of one year of experience as a group leader working with children and 6 units in child development.
- Ability to pass the basic aptitude test with a score of 65% or greater.
- Work well with young children and/or youth.
- Good oral and written communication.
- Computer literacy and willingness to learn.
- Valid LIVE Scan and CPR Certification, preferred.

#### **We are looking to hire individuals with expertise in the following areas:**

Monterey Vista ES – Visual Arts/Digital Arts

Sanchez – Sports, Dance

Temple IS – Digital Media, Gardening, Basketball, Soccer

East Whittier MS – Digital Media

Granada and Hillview MS – Skateboard

#### **PAY RANGE:**

- \$10.00 -- 14.50 per hour and is based on education and experience

#### **SCHEDULE:**

This is a part time job Monday -- Friday and hours vary from 2.50 to 3.50 a day, depending on daily activities. Must be available to work after school hours, which vary from after 1:00pm to 6:00pm\*\*\*

#### **HOW TO APPLY:**

Submit your resume to [mjevans@woodcrafrangers.org](mailto:mjevans@woodcrafrangers.org).