

Company/Organization:

Boys & Girls Clubs of Garden Grove

Location:

Garden Grove, CA

Full/Part Time:

Part Time

Closing Date:

April 30, 2017

Position Title:

Elementary Lead II

Job Summary:

Hourly Rate: Starting at \$12/hour

Hours: 20+ hours/week excluding ASES recess periods – must be available Mon-Fri and arrive 30 minutes before school dismissal to 6pm, Wednesdays are early release days, Instructors cannot leave earlier than 5:30pm two days per week and must arrive no later than school release two days per week. BGCGG will accommodate school schedules based on these set guidelines. Proof of schedule is required and Instructors must be willing to transfer.

Location: One of BGCGG's various ASES sites

Primary Function: Develops and implements programs and services that align with the organization's mission, vision and philosophies as well as grant and GGUSD guidelines. Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate youth participation. Additionally, steps in as acting coordinator a minimum of 2 days per week.

Program Development & Implementation:

- Ensures that members participate in a variety of program activities; utilizes and maintains resources effectively
- Develops a monthly calendar according to program guidelines using 5 Core Areas, member feedback and organizational quality standards
- Implements curriculum based programs per organizational expectations
- Engages and supports members hands on experiences with enriching activities
- Maintains an orderly and clean area as well as respects school property; ensures program areas are safe, well ventilated and lit
- Ensures members are recognized with positive reinforcement (i.e. Be Great Traits, Members of the Month)
- Demonstrates leadership to ensure conduct, safety and development of members; implements classroom management system
- Maintains organizational expectation of attendance; administratively collects necessary paperwork and follows filing protocol established by the organization (i.e. Member Files, Federal Program Monitoring (FPM)); attends all meetings

Minimum Qualifications:

- High school diploma or equivalent; preferably attending college
- Minimum of 6 months in a Lead Instructor position
- Childcare and educational experience preferred
- Business and customer service experience as asset
- Reliable transportation, safe driving record, driver license and automobile insurance required
- Bilingual capabilities a plus (Spanish, Vietnamese, Korean)

Link To Apply:

Email: hire@bgcgg.org