

Company/Organization:

ARC

Position Title:

Fall Program Leaders – Elementary and Middle School Programs

Full/Part time:

Part time

Closing Date:

July 27, 2016

Job Summary:

Program Leader – Elementary and Middle School Programs

A qualified applicant will naturally possess a positive, professional disposition to help our Elementary and Middle School sites within the Riverside area run effectively, and will be solutions-oriented and willing to pitch in where necessary to keep our Elementary and Middle School operations on track to achieve organizational goals.

Essential Functions:

Interact with our students daily, take attendance and manage sign-outs everyday

Develop lesson plans for enrichment activities they will lead

Provide academic support by working with students through homework help or supplemental learning activities

Demonstrate leadership and a commitment to educating and empowering youth to reach their full potential

Have the ability to work with a group of 20 or more students

Have basic knowledge of age appropriate classroom and behavior management skills

Be responsible, energetic, and creative individuals

Required Skills, knowledge and Abilities:

Ability to oversee and support elementary or middle school students and provide constant line-of-sight supervision

Ability to work collaboratively with all levels of staff

Strong, clear written and verbal communication skills

Demonstrated professional attitude, approach, and commitment to integrity

Proven ability to solve problems, make decisions, and resolve conflicts

Commitment to working toward the common goal of helping to provide experiential education to underserved young people at our various programs

Minimum Qualifications:

Solid after school programming skills garnered from 1+ years of relevant experience

Availability to work set school programming hours, 2 PM - 6:30 PM, Monday, Wednesday, Thursday and Friday; 12:45 PM - 6:30 PM on Tuesdays

Experience working with elementary or middle school age students

Experience working in after school programs or youth recreational facilities

Experience in working with ethnic and culturally diverse communities

Desire to work outdoors with students

Energetic, motivated, outgoing personalities strongly desired

48+ College Units completed or pass a district issued exam

TB Test Clearance, CPR, LiveScan Clearance (Background check), completed before first day of work

Link To Apply:

<https://www.paycomonline.net/v4/ats/index.php?/job/apply&clientkey=1B36404CE0D67BE691FA3114FD6133DD&job=11444>