



Title: After-School Team Leader

Category: Instructional

Supervised by: Site Coordinator

Supervises: As assigned

Salary Range: \$10.50-\$12.00

Primary Responsibility: Lead after-school activities for elementary and middle school students according to leap program policies.

CONCENTRATION: Must have knowledge, and be able to teach either one of the following:

- Technology
- Creative writing (experience creating newsletters)
- Robotics
- Graphic Design
- Video Editing
- Dance
- Yoga
- Cooking
- Fashion/Sewing
- or any other special skill

Responsibilities:

1. Maintains effective communication with Site Coordinator (supervisor).
2. Follows direction of Site Coordinator and/or Program Manager in regards to policies and procedures.
3. Leads and participates after-school program activities
4. Reports any endangering situations immediately to Site Coordinator.
5. Participates in after-school program planning and design.
6. Complete student attendance sheets accurately.
7. Identifies needed supplies and resources and informs Site Coordinator.
8. Participates in professional development and project-related training's as assigned.
9. Maintain and ensure safety of students.
10. Other such responsibilities as assigned.

Ideal Candidate:

1. Experience in activities and classroom management for elementary & middle school students.
2. Ability to resolve challenging situations productively.
3. Desire to have positive impact on youth.
4. Ability to manage time and classroom
5. Ability to work well under stress.
6. Ability to multitask.
7. Attention to detail.

Requirements:

1. CPR certified or willing to become certified.
2. Must have 48 college units completed and provide proof.
3. Show willingness to work evenings.
4. Must pass a criminal background check.
5. Must submit negative TB test.

Preferred Competences:

1. Prior experience in a school - or community-based organization setting.
2. Knowledge of after-school programs and communities.