



### **Afterschool Instructor/Van Driver**

An enthusiastic, flexible, team-oriented Afterschool Instructor is needed to provide quality instruction and job placement services to students Kindergarten through 6<sup>th</sup> grade. The main outcome of this position is assisting families in enrolling their youth into programming, supporting youth recruitment and retention initiatives; provide group supervision of youth with attention to health and safety, security and personal and skill development. This is a **part-time non-exempt position**.

#### **Duties and Responsibilities:**

- Assist families in enrolling their youth into programming.
- Support youth recruitment and retention initiatives; inform new and existing families of enrollment opportunities.
- Update youth records and input pertinent information into the program database.
- Assist with the coordination of events, such as fund-raising activities, prevention tournaments, and back to school events.
- Order supplies and/or equipment, prepare purchase requisitions (as needed); responsible for safeguarding items.
- Analyze information and maintain complete, organized, and accurate documentation. Prepare and submit timely reports and other documentation.
- Ensure compliance with licensing regulations and local, state and federal laws. Enforce quality standards and deadlines. Adhere to agency policies, procedures, and regulations including those concerning accidents, incidents, and participant disciplinary actions, and report to supervisor as needed.
- Provide group supervision of youth with attention to: behavior and group management, health and safety, security, and personal and skill development.
- Prepare and organize fun, creative, and educational, daily lesson plans.
- Encourage creativity and critical thinking while making a positive impact on each youth.
- Use effective classroom management skills to create an inclusive, fun environment.
- Promote and actively participate in all youth activities.
- Work effectively with fellow Instructors and collaborate on daily responsibilities.
- Participate in trainings.
- Provide general supportive services to reduce or alleviate barriers to active participation and maintain continuity in services for youth and their families alike.
- Operate agency van to transport participants to and from activities (as needed).
- Maintain confidentiality of all staff and participant records.
- Perform other tasks and assume such other responsibilities as assigned or delegated.

**Job Requirements:**

- Education: Bachelor's Degree in Education, School Counseling, Social/Human Services, or related field.
- Experience: At least 2 years of experience teaching adults. At least 1 year of experience in career counseling, job coaching, or job placement services.

**Competencies:**

- Demonstrated expertise in teaching and lesson planning
- Demonstrated ability to deescalate situations
- Demonstrated ability to motivate and guide learners of different ages
- Ability to network with businesses and other community resource organizations
- Strong communication and interpersonal skills
- Excellent oral, written, interpersonal, and public speaking skills
- Attention to detail and ability to balance multiple priorities
- Excellent customer service skills
- Ability to work cooperatively and independently to achieve goals
- Strong organization and data management skills, ability to work effectively under pressure and produce a quality work product within tight constraints
- Microsoft Office product knowledge

**Education:** High School diploma or GED®. College degree strongly preferred. Minimum of three (3) college credits in recreation, elementary education, school-age care, or school-age administration.

**Experience:** At least two (2) years of experience working with youth. At least two (2) years of experience providing education and/or care to children in kindergarten through sixth grade in a group setting. Previous teaching experience preferred.

**Certification Requirements**

- K-12 teaching certification preferred
- First Aid/CPR preferred. Must be certified within first 60 days of hire.

**Salary/benefits:** Compensation is competitive and based on background and experience. There is no benefit package offered with this position.

**Conditions of Hire:** A satisfactory criminal background check and valid driver's license and acceptable driving record are required at time of appointment and throughout employment in this position. Must be able to work a flexible schedule.

**How to Apply:** Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, the names and contact information of at least three references, and salary requirements. Please apply by sending requested documents to **kanderson@westendnh.org**. Review of applications will begin immediately and will continue until the position is filled. No calls, please.