

## Job Opening in The Camp W.E.S.T. Learning Center



### Job Description

#### The Camp W.E.S.T. Learning Center Education Specialist

An enthusiastic, flexible, team-oriented Education Specialist is needed to provide quality facilitation/instruction to students Kindergarten through 12th grade. The main outcome of this position is to assist students who are participating in virtual school sessions on a computer to ensure attention is focused on their new way of learning. Support 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 **full-time position**.

#### Duties and Responsibilities:

- Assist families in enrolling their youth in 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 the 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 different development trainings.
- Provide general support 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 is preferred. Experience: At least 2 years of experience teaching youth and/or working in Child Care 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 the first 60 days of hire.
- Position Qualified Certification within the first 90 days of hire.
- Be willing to undergo background check/fingerprinting with State of DE police

Salary/benefits: Compensation is competitive and based on background and experience. There is no benefits 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 the 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. Review of applications will begin immediately and will continue until the position is filled. No calls, please.

Job Types: Full-time, Temporary

Pay: From \$15.00 per hour

COVID-19 considerations:

To keep our staff and students safe we have implemented extra sanitary procedures, temperatures are taken, masks are required and other precautionary measures are in place.