POSITION: Part Time Program Instructor  
RESPONSIBLE TO: Social Recreation Coordinator

POSITION RESPONSIBILITIES: Work with our members with their online learning, along with planning and implement programs and activities for children/youth  
-Greet members when they arrive  
-Engage in activities before school begins  
-Help members log on to their online classes and support them throughout the day  
-Redirect them back into class  
-Help with breakfast and lunch  
-Help them with stretches and activities during screen breaks  

Afterschool  
-Plan and implement programs and activities on a daily basis, for example homework help, arts and crafts, sports and fitness, STEM activities, recreation activities and more  
-Implement curriculum based programs through Boys & Girls Clubs of America  
-Interact with members through games, homework, arts and crafts, sports and fitness etc.  
-Maintain and ensure a safe, creative and enriching environment for members  
-Participate in new programs and activity development  
-Maintain an orderly, attractive and sanitized area  
-Keep parents informed of their child’s progress through updates, notices and reminders  
-Discuss problems or concerns regarding members with supervisor  
-Assist with additional duties assigned  
-Maintain written Incident and Injury reports  
-The position may include early release days, school vacation weeks and summer  
-High energy level.  
-Works well as a team member.  
-Expresses patience, caring and compassion.  
-Ability to plan, organize and implement daily activities  
-Ability to build and maintain effective relationships with children/youth  
-Ability to structure and organize job responsibilities independently  
-Develop programs with skill building activities designed to increase self-esteem and confidence of participants.

PROFESSIONAL EXPERIENCE:  
-Bilingual candidates encouraged to apply  
-Sensitivity to working with families from diverse cultural and economic backgrounds  
-Experience working with youth in groups. Experience teaching/coaching children.  
-Ability to multi task  
-Good communication and written skills  
-Ability to handle confidential information  
-High energy level

CONTACT INFORMATION  
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