



AFTER SCHOOL YOUTH INSTRUCTOR

Job Description

JOB SUMMARY

Manage, teach inspire and mentor a designated group of students interested in either, **STEM, Robotics, drama, dance, cheer, broadcast journalism, arts & craft, sports and fitness.**

QUALIFICATIONS

Education:

- High School Diploma (**Required**)
- Some College or attending college

Experience:

- At least two years experience of a classroom or after school setting

Special Knowledge and Skills:

- Professional verbal and written communications
- Organized and excellent at following up
- Able to work in a fast paced environment with swift learning agility
- The ability to address and correct students in a fair approach that encourages improved behavior
- Must display love and care to **all** students **every day**

MAJOR RESPONSIBILITIES AND DUTIES

Campus Leadership: (Under the direction of the Youth Program Manager)

- Mentor students while facilitating scheduled curriculum activities in a timely and orderly fashion.
- Prepare materials, equipments to conduct planned activities that *consist of squatting and lifting up to 50lbs.*
- Communicate with team members throughout the day using assigned equipment.
- Engage in all program activities along with students, *consisting of long periods of standing.*
- Adhere to program policies and practices provided by the Youth Program Manager.
- Must be timely and adhere to the attendance and punctuality policy.
- Must maintain the cultural and brand of the company by being **respectful, kind and loving to everyone, at all time.**

Student Management: (Under the direction of the Youth Program Manager)

- Track student attendance and daily activities using the Gathering Outreach online platform.
- Manage students according to district and company policy and procedures.
- Monitor and manage students during homework period, transitions, restroom, and group activities.
- Report student with behavior problems to Youth Program Manager via an online form.
- Manage student weekly incentives and oversee points for daily star students
- Assist other team mentor staff members with students as needed.
- Facilitate student surveys on 4th or 5th Friday's of each month to confirm program efficacy.

Event Leadership: (Under the direction of the Youth Program Manager)

- Ensure that students are prepared for presentations, planned projects, competitions, performances and scrimmages by the scheduled due date.
- Practice materials prepared ahead to extend to students each day during the GK activity period.
- Communicate to the Youth Program Manager regarding student participation issues in a timely manner.

Monday- Friday 2:45pm - 6:15pm | Weekly Pay | Family Professional Environment

Our Vision: A community where every child and adult is inspired to love and live with hope and wholeness.