

# The Starke County Youth Club, Inc.

Job Title: Instructor

Reports To: Site Coordinator

## Primary Function:

Plan, implement, supervise and evaluate activities. Create positive opportunities for members, and display enthusiasm for the learning process and after-school programming.

## Essential Job Responsibilities:

- Maintain an inviting, safe, orderly environment.
- Complete plans, time sheets and other paperwork in a timely fashion.
- Establish behavioral expectations and communicate them to members, parents and aides where applicable.
- Monitor member behavior and utilize positive behavior management.
- Effectively plan and implement programs and activities on a monthly basis, using various strategies to meet the needs of participants.
- Monitor and evaluate programs to ensure safety of members and quality of programs.
- Prepare materials and classrooms for activities and aid in the continual development and implementation of new, fun and educational activities for youth.
- Aid in the development and implementation of special events and family nights.
- Establish and maintain clear and effective communication with members, parents, teachers, staff and community.
- Acquire and monitor necessary supplies through the Site Coordinator.
- Collect supplies and materials and clean classroom upon completion of activities.
- Ensure a productive and cohesive work environment by attending staff meetings.
- Assist with implementation and enforcement of safety policies / procedures regarding member safety, risk management and site security, including familiarity with emergency procedures.
- Constantly monitor the number of children in care, be prepared to report numbers to Site Coordinator.
- Complete and utilize standard program forms (snack sheets, sign ins, computer data entry).
- Attend work as scheduled, with appropriate attire and grooming.

## Additional Responsibilities

- Participation in professional development as needed or warranted by changes in the after-school atmosphere.
- Respect members, parents, staff and community, with sensitivity to different races, ethnic, socio-economic, and religious backgrounds. Maintain confidentiality.
- Other duties as assigned by the Site Coordinator.

## Requirements

- High School diploma or GED
- Knowledge of methods for curriculum and training design, teaching and instruction for individuals and groups.
- Knowledge of youth development and developmentally appropriate practice.
- Experience working with children.
- Ability to motivate youth and manage behavior problems.
- Ability to communicate effectively in both oral and written form.
- Highly developed organizational skills.
- Reliable transportation.

## Time and Compensation

Time commitment will be variable. Compensation will be variable based on experience and education.

**Physical Requirements:**

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Employees must be able to perform the following essential functions:

- Observe, see, talk, hear, and respond to children's needs, emergencies and conflicts that may occur on site or on the playground.
- Use hands and fingers.
- The work requires some physical exertion such as long periods of standing; walking over rough terrain or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, sitting on the floor or similar activities; recurring lifting of moderately heavy items such as typewriters and supply boxes. The work may require specific but common physical characteristics and abilities such as lifting up to 50 pounds, agility, and dexterity.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Maintain emotional control under the routine stress of the after-school environment
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Exposure to biological hazards

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

<p><u>Revised: June 2006</u> <u>Adopted: 7/25/06</u></p>
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