



After School Instructor Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The primary responsibilities of the After School Instructor is to deliver fun and enriching activities for school age youth in order to encourage academic success, leadership, social and conflict resolution skills as well as community participation. The after school program combines recreation and hands on learning to support human development of youth. It is designed to compliment academic instruction provided in the classroom setting. This program is also a safe haven for children. An ideal candidate would be organized, dedicated to the academic and social enrichment of youth and familiar with MO State Licensing procedures. This position works closely with other Beyond Housing staff, local residents and the Normandy School District and other community partners and stakeholders.

Responsibilities include, but are not limited to:

- Facilitating daily lesson plans and activities with fidelity
- Assist in facilitating parent meetings and special events
- Serves as a facilitator for Beyond Housing's Teen Outreach Program (TOP) Club.
- Maintains positive and professional relationships with program participants.
- Responsible for creating a welcoming and youth friendly classroom space.
- Prepares and distribute snacks/meals for participants.
- Attends regular staff planning and/or evaluation meetings.
- Attends monthly trainings to maintain the mandatory annual 12 clock hours of child care training.
- Attends mandatory trainings and meetings to ensure compliance with Wyman's TOP requirements.
- Maintains accurate records of program attendance, meal tally records, homework completed, etc.
- Communicates program needs continuously with Program Coordinator.
- Maintains cleanliness and safety in classrooms, multi-purpose area, storage areas, restrooms, etc.
- Other duties as assigned.

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Preferred Experience and Qualifications:

- Individual must be at least 18 years of age or older.
- Associate degree preferred in education or closely related field. Candidate must possess a High School Diploma or G.E.D.
- At least 1 year paid experience working with school age youth.
- Knowledge of field concepts, practices and principles related to youth programming and maintaining positive relationships with young people.
- A passion to work with youth and other individuals of disadvantaged communities

Supervisor:

- Direct – Youth Programs Coordinator
- Indirect – Youth Programs Manager

Supervises:

- N/A

Salary and Benefits:

- Part-time position

Application Instructions:

Please send resume and cover letter to HR@BeyondHousing.org by August 18, 2017.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.