



After School Instructor Job Posting

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: This position is a part-time position Monday through Friday from 3:00p.m.to 7:00 p.m. The primary responsibilities of the Afterschool Instructor is to develop 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:

- Responsible for preparing daily lesson plans in detail; work with Youth Programs Coordinator if applicable.
- Assist in coordinating quarterly parent meetings.
- Serves as a facilitator for Beyond Housing's Teen Club.
- Prepares correspondence for parents/guardians.
- 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 program partner requirements, if applicable.

- Maintains accurate records of programming to include daily attendance, activity lesson plans, reading minutes, homework completion and meal tally records.
- Maintains inventory of program supplies and equipment.
- Ensures compliance with all Missouri State licensure rules and regulations.
- Communicates program needs continuously with Program Coordinator.
- Maintains cleanliness and safety in classrooms, multi-purpose area, storage areas as well as bathrooms.
- 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 Elementary Education, Early Childhood 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 program planning and implementation.
- Knowledge of State licensing program rules and regulations.

Summary of Physical Requirements:

This position works primarily in an active environment supporting multiple functions at the assigned and remote locations. The After School Instructor will perform most functions in a child care setting, either at the regular assigned worksite, or at off-site offices, field trips, training rooms and/or other room found to accommodate small or large groups of children or parents. This position may frequently fluctuate from being occasionally sedentary while helping students, working on computers; phones and in personal interaction and conversations to being constantly in motion. This position may require constant standing depending on the task being performed. The constant use of eyes and hands will be required in all environments where work is performed involving supervision of children and personal interactions. The incumbent may occasionally sit. While performing the duties of this job, the incumbent is frequently required to use hands to handle, or feel; to reach with hands and arms; and to talk or hear. The incumbent frequently is required to stand; to twist, bend, reach, stoop, pull, lift, and walk; to sit; and to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Seldom is defined as 1% to 5% of the time. Occasional is defined as 6% to 39% of the time. Frequently is defined as 40% to 74% of the time. Constantly is defined as 75% to 100% of the time.

Supervisor:

- Direct – Youth Programs Coordinator
- Indirect – PFSC Manager

Supervises:

None

Salary and Benefits:

Salary - \$10.30

Part-time hourly paid position

Application Instructions:

Please send your resume and cover letter to hr@beyondhousing.org. For more information on Beyond Housing, visit www.beyondhousing.org

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.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting ***Diversity, Inclusion, and Equity*** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.