



POSITION DESCRIPTION

Department: Out of School Department
Program: Kidz2Success
Position Title: Instructor
Reports to: Site Supervisor
Term: August 15- August 14
Salary range: \$16.34- \$18.34/hr
Status: Part Time- After-school up to 20 hours a week. Summer up to 30-40 hours a week. As a permanent part-time staff member, benefits include 1.67 hours of PTO per month for a total of 20 hours per year (after 90 days of employment). Additional benefits include three paid holidays (Thanksgiving, Christmas and New Year's).

POSITION RESPONSIBILITIES

Programmatic:

- Create an enriching academic environment for participants.
- Review your student's G2KM (Getting to Know Me forms) to implement and modify activities in your class.
- Assist children with completing their daily homework and provide additional academic support.
- Follow and become familiar with activity resources, curriculum, and best practices to implement each activity.
 - Examples: Fitness (SPORTS), Social Skills (Social Emotional Wellness), Arts and Culture, STEM (Science, Technology, Engineering, Math), Career readiness, Life Skills, Civic engagement, Group Reading, and Supervised youth voice and choice activities.
- Ensure the safety of children through daily monitoring for safety hazards (such as broken equipment or furniture, toxic or caustic chemicals, or cleaning agents) in both indoor and outdoor spaces.
- Ensure that each child is signed in and out of the program site daily, by authorized individuals as per student application.
- Monitor the cleanliness and supplies of the bathroom facilities once per day (on four-hour program days) and twice per day (on the longer 10-hour program day).
- Ensure classrooms are organized and cleaned before the end of each day. Review walls, trash, stains, paint, and any unmanaged occurrences; please inform your site supervisor.
- Assist with snacks and/or meal services and deliveries and attend required training for meal services.
- If assigned physical fitness responsibilities (SPORTS), Instructors must:
 - Administer the PACER assessment test.
 - Must attend and be certified in the SPARK curriculum and must keep up with certification
 - Provide and become familiar with the direct implementation SPARKS PE curriculum.



Administrative/Training:

- Administer any assessments required by the program funder and assigned by your Site Supervisor.
- Incident/injury reports will be completed by staff as witnesses on the same day an event occurs and emailed to the HFM Administrative office by the end of the program day.
- Understand and complete all mandated reporting calls as required by all child care providers.
- Fulfill any additional duties as assigned to you by the Site Supervisor.
- Attend staff training outside program hours to improve professional skills and enhance the program activities. (Staff will be paid the contracted hourly rate for pre-approved staff training hours.)
 - Keeping track of your required training yearly and ensuring they stay active.
 - Seek guidance and mentorship on completing required training and gaining access to all needed portals and documents for support.
- Must work towards having a current CPR and First Aid Certification

EDUCATION REQUIREMENTS

- Minimum of High School or G.E.D., Preferred Associate Degree in a related field with at least one year + experience with children/ youth.
AND
- (If required) Complete 45 DCF Hours /CDA or Florida Child Care Professional Credentials equivalent (FCCPC)

POSITION REQUIREMENTS

- Reliable personal transportation and personal cell phone
- Demonstrated experience working with children and youth
- Receive an “Eligibility” response to a criminal background check (fingerprint)
- Basic computer and good communication skills
- Upkeep a clean and professional work appearance