

# Orange County Council Job Announcement *After School Program Instructors*



**General Statement of Duties:** Responsible for working as part of our after school program team to provide an academic support and enrichment programming at elementary and middle school sites in central Orange County.

**Major Duties and Responsibilities:** Work cooperatively with the After School Program Director and Site Coordinator to implement academic support and enrichment activities at either one elementary or one middle school program site.

- ◆ Support the vision and goals of the after school program.
- ◆ Deliver a variety of activities including academic support, homework support, physical education, arts, recreation, character education, and other enrichment clubs.
- ◆ Assist in creating and implementing program activities at assigned program site.
- ◆ Assist with inventory and maintain quality condition of supplies and equipment.
- ◆ Work cooperatively with Site Coordinator and school staff to collect and maintain records and support on going program evaluation.
- ◆ Participate in on-going trainings, workshops and professional development opportunities.
- ◆ Perform other duties as assigned.

## **Qualifications:**

- ◆ Must be available to work 5 days per week in the afternoons.
- ◆ Two years of college courses or 24 college units. Units in human services, social work, education or related field preferred but not required.  
\*\* MUST HAVE experience working with children either as paid staff or volunteer.
- ◆ Familiarity of youth development concepts and programs, especially for school-age children.
- ◆ Excellent interaction skills with children, including classroom and behavior management.
- ◆ Positive interpersonal and highly effective time management skills.
- ◆ Flexibility and ability to “think on your feet”.
- ◆ Highly energetic and active, as well as creative and resourceful.
- ◆ Available to work some evenings and weekends.
- ◆ Bilingual (Spanish) a plus!

**Time Commitment:** Approx. 23 hours per week. Must be available Monday thru Friday afternoons (1:30 – 6:00).

**Salary:** \$11/hour.

**Deadline for Applications:** Until positions are filled.

**Contact:** Please fax or email resume to Joe Padilla, Assistant Director (714) 547-5252 or [joepadilla@campfireusaoc.org](mailto:joepadilla@campfireusaoc.org).