



## *After School Program Instructor*

### **Our Commitment**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions. Camp Fire provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Working at Camp Fire Snohomish County, you help provide a safe space for youth to discover their unique spark so that their future will glow brighter. We are looking for candidates who want to make a difference in the world, while working with youth, gaining skills and experience, all while working in an enjoyable and stable environment. At Camp Fire, we believe in and focus on: a love of nature and the outdoors; equity and inclusion; courageous leadership; hard work and a growth mindset; team collaboration; fostering youth and community; giving back to the communities we live in; and innovation in youth development

All employees have access to personal and on-going professional development opportunities.

**Job Title** After School Program Instructor

**Reports To** Assistant Executive Director

**Classification** Part-Time

**Exempt/Non-Exempt** Non-Exempt

**Salary** \$18.54-\$20.48 per hour DOE

**Organization Overview** Camp Fire provides variety of development & enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive and find their spark.

**Position Overview** After School Program Instructors are responsible for program, safety and well-being of children. Instructors will plan and consult with other staff and the program lead with regard to programming, and addressing any behavior issues that may arise. Help children create snack menu, and post weekly menu. Team will create monthly family newsletter, and will have regular meetings with the Assistant Executive Director.

## **Essential Duties and Responsibilities**

- Work as a team with other program staff and program lead. Communicate with parents regarding program, and any behavioral issues or concerns.
- Ensure that each youth has a positive experience within the program, as well as ensuring the safety and well-being of every youth.
- Uphold Camp Fire standards, as well as Washington State School Age Child-care standards

## **Additional skills preferred:**

- 21 years of age or over
- Enjoy working with youth
- Experience working with school-aged youth
- Excellent attention to detail
- Possess a willingness to learn, teach and work with others

## **Other Job Duties/Expectations**

- **APPLIED KNOWLEDGE.** Independently performs the duties required of the positions with proper use of practical, technical and professional skills.
- **CUSTOMER SERVICE.** Extends courtesy and willingness to meet the customer's needs. Uses appropriate techniques that develop good customer relations. "Customers" include youth, other staff or volunteers.
- **INTERPERSONAL SKILLS.** Works with others in a cohesive and supportive manner. Recognizes or praises accomplishments of others. Offers to help others when appropriate. Helps to solve problems, suggests alternatives.
- **COMMUNICATIONS.** Effective new of oral, written, and listening skills. Written work is clear and understandable. Keeps supervisor and other staff appropriately informed.
- **PROFESSIONALISM.** Demonstrates businesslike conduct and attire. Dresses in a manner appropriate to job tasks. Demonstrates a spirit of cooperation.
- **COST AWARENESS.** Uses supplies and equipment in a non-abrasive manner. Is aware of financial impact of decisions and actions.
- **ADAPTABILITY.** Understands and supportively adjust to changes, new policies, and individuals having different points of view.
- **TIME MANAGEMENT.** Organizes own responsibilities and/or those of others to meet deadlines, and to make maximum use of time available. Is punctual for meetings and appointments

## **Required Documents & Certifications**

- Resume'
- Valid CPR/First Aid card
- 20 Hours Basic Stars Training
- Pass National Criminal & State Background Check
- Food Handlers Permit

## **Qualifications**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

High School Diploma or GED equivalent; or one-three years related experience and/or training; or equivalent combination of education and experience.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit

Use hands to handle, or feel, including keyboarding and mouse use

Reach with hands and arms

Speak and hear

Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl

Occasionally lift and/or move 30 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus.

Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities