

JOB POSTING

Job Title: Enrichment Program Instructor
Division/Office: Youth, Family & Health Services
Employment Type: Part-time
Reports to: School Age Services Unit Manager

Location: 23 Broadway, Newark, NJ 07104
FLSA Status: Non-exempt
Compensation: \$13.00-\$15.00 per hour *(commensurate w/education and experience)*
SOC Code: 25-3021

Benefits: La Casa offers a generous benefits package, including, paid holidays, vacation, personal, sick, 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

About La Casa de Don Pedro:

- With a mission to foster self-sufficiency, empowerment and neighborhood revitalization, La Casa de Don Pedro is a community based development corporation and provider of comprehensive services that has been working with and serving residents of greater Newark, New Jersey for the past 40 years. Programs promote family wellbeing, healthy child development, educational achievement, employment opportunities, homeownership, community health, energy conservation, and neighborhood renewal.

Job Summary:

- To provide a safe, nurturing environment to children in an afterschool and or summer program setting that supports academic achievement and growth.

Responsibilities Include:

- Responsible for the supervision and safety of all children within the Enrichment Program
- Work with program team members in developing and executing a plan that is educational, enjoyable, and includes developmental activities daily
- Responsible for supporting the Unit Manager in planning daily and long-term activities
- Responsible for ensuring that all activities are adhered to in accordance with the daily schedule
- Plans and leads activities with the groups as indicated on the schedule or as assigned by the Program Supervisor
- Maintains a positive working relationships with staff members as well as parents
- Responsible for taking daily attendance and reporting attendance within the group
- Attend all staff meetings, including offsite Saturday trainings
- Participate in trainings and meetings as assigned by Program Supervision and/or Division Director
- Responsible for the proper use, care and storage of all electronics, computers, musical instruments utilized for the program and activities
- Administer and observe the organization's office operations, policies and procedures
- Volunteerism is encouraged during La Casa's sponsored events
- Other duties may be assigned to meet business needs

Educational Level, Qualifications, Requirements and *Physical Demands:

- Associate's Degree in related field with one year of work experience or a High School Diploma or equivalent with 2 years of relevant work experience
- Strong commitment to providing high quality instruction for youth
- Previous teaching experience a plus
- Individual must be sensitive, mature and be able to relate well to both children and adults
- Strong communication and organizational skills
- Should be able to work independently, handle multiple tasks, be creative and a team player
- Bilingual (English and Spanish)
- Excellent planning and organizational skills
- Required to walk and stand for long periods of time *
- Required to lift up to 30 pounds*
- Casual professional attire required

Schedule:

- Monday through Friday from 2:30pm – 6:00pm during the school year and 9:00am to 5:00pm during July and August
- Saturday and Sunday as needed

How to Apply:

- To respond to this opportunity, please email your cover letter and resume to yfhsrecruiting@lacasanwk.org – **Only candidates being considered for an interview will be contacted.**

La Casa de Don Pedro is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*