

## JOB POSTING

**JOB TITLE:** Enrichment Program Instructor (Qty. 4)  
**DIVISION/OFFICE:** Youth, Family and Health Services  
**EMPLOYMENT TYPE:** Part-time  
**REPORTS TO:** Youth and Family Center Manager

**LOCATION:** 23 Broadway, Newark, NJ & local school sites  
**FLSA STATUS:** Non-exempt  
**SOC CODE:** 25-3021  
**COMPENSATION:** \$13 to \$15 (hourly rate)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

### POSITION SUMMARY:

- Under the general direction of the Youth and Family Center Manager, the Enrichment Program Instructor is responsible for providing a safe, nurturing environment to children in the afterschool and or summer program setting that supports academic achievement and growth.

### RESPONSIBILITY AND DUTIES:

- 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 each day.
- Responsible for supporting the Center 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 Center Manager.
- Maintains a positive working relationships with staff members as well as parents.
- Responsible for taking daily attendance and reporting attendance within the group.
- Attends trainings and meetings as assigned by Center Manager and/or Division Director.
- Responsible for the proper use, care and storage of all electronics, computers, musical instruments utilized for program activities.
- Assists in preparing monthly, quarterly and final reports to funding sources and administration.
- Responsible for all data collection, data entry and timely submission of reports and programs evaluations.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

### EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Associate Degree and 1 year of work experience or High School Diploma or equivalent with 2 years of experience of relevant work experience; previous teaching experience highly desirable.
- Strong commitment to providing high quality instruction for youth.
- English/Spanish bi-lingual preferred.
- Excellent written and oral communications skills including public speaking and written reporting.
- A problem solver and self-starter who demonstrates the ability to think fast on his/her feet; a team player; able to multi-task; attentive to detail.
- Familiarity with non-profit training or social service organizations.
- Good interpersonal, written and verbal communication skills.
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and Internet.
- Must be detailed oriented, able to multitask as well as be able to work in a fast-paced environment.
- Ability to take initiative, work independently and work in a team environment.
- Professional attire required.
- Required to sit and walk for long periods of time.\*
- While performing the duties of this job, the employee is frequently exposed to a variety of weather conditions.\*

*\*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.*

### SCHEDULE:

- Monday – Friday, 3:00am -6:00 pm (Schedule may vary according to meet division's needs).
- Some Saturday and Sundays will be required (advanced notice will be provided).

### TO APPLY:

- Email your resume with cover letter to: [yfhsrecruiting@lacasanwk.org](mailto:yfhsrecruiting@lacasanwk.org)
- Only candidates being considered for an interview will be contacted.
- **Open Date:** December 05, 2019

**La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.**

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

