



Neighbors Building Neighborhoods

JOB DESCRIPTION:

After-School Instructor

The job of the After School Instructor is to work with children of K-5th grade students under the supervision of the After-School Program Manager at the Muskogee Dr. Martin Luther King Jr. Community Center. After School Instructors will provide supervision and instruction to students that will create a positive learning environment and allow for students' personal, social, and academic development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare materials and equipment for after school instructional activities.
- Create and lead a weekly enrichment classes.
- Lead small group activities that are age appropriate in an atmosphere where students are actively engaged in meaningful learning experiences enhancing the social, physical, and academic advancement of children in his/her care.
- Assist students with homework assignments
- Maintain a daily attendance log.
- Be able to create a fun and safe learning environment.
- Be prepared to implement the lesson plans and activities for each day.
- Be punctual. The after school program follows the school site calendar and is closed during normal school closure days.
- Welcome and supervise the work of volunteers & service learning students assigned to your group.

Job Qualifications:

- Experience working with students from diverse backgrounds specifically low-income communities.
- At least 1 year of relevant experience with school aged children
- A minimum of two years of college preferred or equivalent work experience.
- Must meet background clearance requirements
- Knowledge of school subject areas including math, language arts, and science to assist students in homework/tutoring preferred.
- Possess love, care, and concern for children and enjoy being with and working with children.

THIS IS A PART-TIME POSITION. AFTER-SCHOOL INSTRUCTORS GENERALLY WORK 10-12 HRS/WEEK, THREE-HOUR PERIODS PER DAY.

Interested applicants should send resume and cover letter to lhazen@nbn-nrc.org