



Youth Learning Programs Lead Instructor

LIFRC is seeking a professional team member in youth development to join the After-School Program and Summer Camp staff as Lead Instructor for grades K-4. Do you enjoy working with youth and creating safe, supportive, engaging, and interactive learning environments? We offer benefits and many professional development opportunities, including access to a network of peers in 21st Century Community Learning Centers (CCLC) across the State.

Position open until filled. Please email a cover letter and resume to Stephanie@lifrc.org (Stephanie Stratil, Youth Learning Programs Director)

Status: Regular, 20-25 hours per week during the school year when the program is in session.

Optional: 40 hours per week during the summer

Wage range: \$25.50-\$27 depending on experience

Benefits: paid vacation and sick time, 75% of the premium cost of a Regence Health Insurance Plan, 3% annual contribution to a retirement plan

Term: Up to three years with annual renewal contingent on funding

Location: Lopez Island, WA

In-service position with 100% on-site

General work hours:

September-June: Monday-Friday 2 PM-6 PM with some flexibility. No program during school breaks.

Optional summer hours: Monday-Friday 8:30 AM-4:30 PM

Occasional work in the evenings and on the weekends for events

Reports to: Youth Learning Programs Manager

General: The Youth Learning Program Lead Instructor facilitates and leads enriching learning activities for youth in K-4th grade and participates in program evaluation and improvement processes.

The After-School and Summer Camp Programs are funded by a 21st Century Community Learning Center (21st CCLC) Grant and aim to offer a broad array of high-quality, out-of-school time academic, social, and emotional learning and enrichment activities and to provide families with opportunities for active and meaningful engagement in their children's education,

including literacy and related educational development. The program activities take place at the Lopez Island School and various partner locations across the Island.

Program Responsibilities (90%)

- Lead, participate in, and take responsibility for program activities
- Participate in the planning and design of activities/lessons as needed
- Take daily attendance of participants and report to the program manager
- Regularly attend team debriefs and team training sessions as needed
- Set up supplies and break down supplies as needed
- Prepare snacks as needed
- Identify needed supplies and resources and report to the program manager
- Communicate effectively and respectfully with youth, families, school and program partner staff, and colleagues
- Assist in actively recruiting students as needed
- Follow program policies and procedures to create safe, supportive, interactive and engaging, learning environments

Program Evaluation (10%)

- Attend mandatory team training sessions on Youth Program Quality Assessment
- Observe the program sites using the Youth Program Quality Assessment Tool

Minimum Qualifications

- High School diploma, or equivalent, and at least one year experience working directly with youth in an after-school program, summer camp, school, childcare facility, or similar setting
- Verbal and written fluency in English
- Ability to communicate effectively with youth and adults
- Ability to pass a Sterling background check

Preferred Qualifications

- Bachelor's degree, or equivalent, in education/youth development or related field
- Verbal and written fluency in Spanish

Training/Certifications required (can be completed after hire)

- CPR and First Aid Certificate
- Mandated Reporter Certificate
- WA State Food Handler's Certificate
- Training on Youth Program Quality Assessment
- Training on Professional Boundaries when working with youth

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills promoting anti-racism, cultural competency, and understanding oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency

Community Expectations

- Model respectful communication and foster cooperative relationships
- Commit to the mission and values of LIFRC

Essential Physical Skills

These physical demands represent the requirements for an employee to perform the job's essential functions successfully. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

This job requires the employee to work outside in all seasons during recess and outdoor activities, and to safely escort youth to and from program spaces indoors and outdoors, including on field trips on uneven terrain. While performing the duties of this job, the employee is regularly required to perform duties outside an office and must be able to lift, push, pull, and support supplies and other items up to 50 pounds.

Lopez Island Family Resource Center

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of well-being, we also provide educational and community engagement programs and advocate for a more just and equitable community.

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Our core values:

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients.
- We maintain appropriate professional boundaries.
- We meet people where they are.
- We treat our clients with dignity and respect.
- We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.

- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.