



After-School Program Part-Time Instructors and Substitutes

Do you enjoy working with youth to create safe, supportive, engaging, and interactive learning environments and are looking for extra hours or part-time work? Join the After-School Program team as a Part-Time Instructor or Sub.

Some positions could extend into summer and become full-time during summer camp (40 hours per week).

We are looking for team members in the following categories. In the application, please indicate which category you are interested in and which day(s) you are available to work.

To apply, please email a brief cover letter and resume to stephanie@lifrc.org.

Status Category	Hours per week	Benefits
Part-Time Instructors: Regular 1-5 afternoons per week	2.5-15	Paid sick time Paid vacation time 3% contribution to a retirement plan Additional paid hours for professional development if desired
Substitute Instructors: On-call	As needed	Paid sick time Additional paid hours for professional development if desired

Wage range: \$24.50-\$25.50 depending on experience

Term: Up to 2.5 years with annual renewal contingent on funding

In-service position with 100% on-site (program sites: Lopez Public School, Lopez Library)

General program hours: Mon + Wed-Fri: 3:15-5:45 PM, Tue: 2:30-5:45 PM

Reports to: Youth Learning Programs Manager

Responsibilities

- Supervise youth to ensure their safety
- Facilitate academic and social-emotional enrichment activities in the After-School Program for grades **K-4 and/or grades 5-8**. For example, lead arts and crafts and STEM activities, board games, active outdoor time, homework time, and community-building activities such as opening and reflection circles. *(The daily activities and lessons are pre-planned by the staff team).*
- Take daily attendance of participants as needed
- Set up supplies and break down supplies as needed
- Prepare snacks as needed
- Attend team debriefs and team training sessions as needed
- Communicate effectively and respectfully with youth, families, school and program partner staff, and colleagues
- Follow program policies and procedures to create safe, supportive, interactive, and engaging, learning environments

Minimum Qualifications

- One+ years of experience working directly with youth in an after-school program, summer camp, school, childcare facility, or similar setting
- Verbal 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 fluency in Spanish

Training/Certifications required (Can be completed after hire. LIFRC will pay certificate fees.)

- CPR and First Aid Certificate
- Food Worker Card (for snack prep)
- Mandated Reporter Certificate
- 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 of 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, including 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 transport supplies and other items up to 20 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.