Title: Middle/High After School Program Staff

Reports to: Youth Programs Coordinator

Estimated start date: Early January, 2018
Estimated end date: Friday, June 15th, 2018
Hourly rate: $13.02
Hours will be: Mondays 12:30-5:15pm; Tuesdays, Wednesdays and Thursdays 2:30-6:30pm; Fridays 2:30-5:15pm (19-23 hours per week with the exception of MMSD holiday breaks). Some additional evening hours will be required (applicants must be available for all scheduled hours above).

After school staff work as a team to design and facilitate programs that support and strengthen the educational, social, emotional and physical wellbeing of youth ages 11-18 who participate in Bayview's middle and high school After School programs. All programs take place at Bayview's International Center for Education and the Arts, a non-profit community center located in the middle of Bayview Townhouses, a multicultural affordable housing development near downtown Madison that serves families from over ten countries.

Duties and Responsibilities:

- Interact closely with youth and establish positive relationships
- Ensure that all youth feel welcome and have the support they need to learn, grow and enjoy themselves
- Support youth with homework/learning skills, social and emotional development and interpersonal skills
- Work with Youth Programs Coordinator to plan and facilitate age appropriate activities and projects in the areas of sports/recreation, arts, culture, and outdoor education
- Ensure the safety of all youth
- Implement supportive behavioral strategies
- Organize, set up and maintain environment and supplies
- Collaborate and communicate with staffing team
- Co-supervise youth on field trips
- Assist with snack preparation and service
- Communicate with parents/caregivers and report on program activities and children's participation
- Direct and support volunteers

Qualifications:

- Joy for and past experience working with school age youth from diverse backgrounds in an educational setting
- Ability to design, prepare and lead group activities
- Ability to manage groups of children and a willingness to implement behavioral supports/redirection
- Flexibility and ability to work well with others in a dynamic and busy atmosphere
- Positive attitude, strong communication skills, dependable and reliable
- Bilingual in Hmong and/or Spanish a plus
- Math tutoring skills a plus

Requirements:

- Applicants must be at least 18 years old, have a high school diploma and pass a criminal background check.

To Apply:

Send both a resume and cover letter outlining interest and qualifications as related to the position to Lisa King, Youth Programs Coordinator, at lisaking@baviewfoundation.org. Priority given to applications received before 4:30pm on Monday, December 11th. Applicants must be present for an interview. No paper applications will be accepted.