

## Job Description

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### **After School Program Teacher**

Position: After School Program Teacher  
Status: Hourly, Seasonal, Part-time  
Salary: Based on experience  
Reports to: Director of Children and Youth

#### **MISSION:**

Rainbow Village is a faith-based nonprofit that transforms the lives of homeless families with children by providing a stable community and services that instill initiative, self-development and accountability for future generations.

#### **JOB RESPONSIBILITIES:**

Job involves interacting w/children, some with emotional and behavioral difficulties as well as being responsible for:

1. Supervising children in groups and individually.
2. Working with children in a wide range of recreational and educational activities (i.e., tutoring, sports, table games, arts and crafts, computer room activities, etc.).
3. Escorting children to various activity locations within the program.
4. Transporting children to and from field trips, as needed.
5. Helping children to cope with daily social interaction.
6. Helping children to learn appropriate social behaviors.
7. Mediating conflicts presented by children.
8. Maintaining daily attendance log.
9. Arrival and Dismissal procedures
10. Assisting in serving snacks/meals to the program participants.
11. Assisting the program coordinator with office tasks related to running the program.
12. Perform other duties as required.

#### **Work Schedule:**

This is a seasonal part-time position which starts at the beginning of the school period and ends the last day of school. Workdays/hours subject to change based on the After-School Program needs. The After-School Program follows the Gwinnett County Schools Annual Calendar.

The Children and Youth Assistant hours are Monday, Wednesday and Friday from 3:30pm – 6:30pm and Tuesday and Thursday from 3:00pm – 8:00pm. There may be a need to and occasionally on non-school days from 8:00am – 5:00pm.

Background in special education, social services and/or psychology, who also have two or more years' experience working with children in schools, afterschool programs and camps.

**MINIMUM QUALIFICATIONS:**

- Must be available (Monday thru Friday).
- High School Diploma
- College degree preferred with a background in special education, social services psychology and/or related field of study.
- CPR/1st Aid certification (or willingness to obtain these within first 90 days of employment)
- Satisfactory criminal background in accordance with state and federal requirements
- Individuals with a CDL will receive immediate consideration
- Flexibility, a good attitude and a good sense of humor will be helpful

**To apply for this position: Send cover letter and/or resume to [careers@rainbowvillage.org](mailto:careers@rainbowvillage.org) with After School Program Teacher in the subject line.**