

## After School Program Instructor

### Job Description

2020/21 School Year

**Job Titles:** After School Program Instructor

**Department:** School-Based Programs

**Employment Classification:** Seasonal Part-Time

**Pay Status:** Nonexempt; \$16 per hour

**Dates of Employment:** mid-August 2021 thru May 2022

**Reports To:** Program Managers

**Application Deadline:** Applications will be accepted on a rolling basis

**Housing:** Available if committed to working five days per week.

*At Keystone Science School, we believe that the power of inspiring curiosity and critical thinking, through the lens of science, changes lives and strengthens communities. We create future leaders who can problem solve and work together in an ever-evolving world and workplace environment.*

Located in the Colorado Rocky Mountains, Keystone Science School's historic campus serves as base camp for our diverse suite of inquiry-based learning programs. We combine hands-on science education with outdoor adventure to create engaging experiences for our students. At KSS, we change lives, we bring fun and laughter to everything we do, we care about each other and those we serve, we strive for excellence, we offer competitive compensation and generous benefits, and we are committed to serving students from diverse backgrounds. We're proud to be Summit County's #1 Best Non-Profit and #2 Best Place to Work (2019)! Visit [KeystoneScienceSchool.org](https://www.KeystoneScienceSchool.org) to learn more!

### Program Overview and Job Summary

The KSS After School Program is held at the local Summit School District elementary schools. Each elementary school is assigned a Lead Instructor to lead the program with two Program Instructors. The program focuses on promoting physical activity, fun games, intentional learning, and a healthy snack to students in grades Kindergarten through 5th grade. The program is grant-funded through partnerships with community organizations.

After School Program Instructors are responsible for facilitating engaging activities with groups of children and implementing the after school curriculum. After School Program Instructors are also responsible for conducting parent and student surveys and assessments, communicating with parents and families and tracking class attendance.

Due to the dynamic nature of balancing programming with COVID-19, Keystone Science School will need to pivot and adjust for how schools are being impacted and balance community needs. After School

Program staff will need to show initiative, be self-starters, humble, dynamic, be active problem solvers, and collaborative within a team.

### **Main Areas of Focus**

- 90% Program Facilitation
- 5% Activity & Curriculum Planning
- 5% Administrative Tasks

### **Essential Duties and Responsibilities**

- Facilitate daily activities and the KSS curriculum;
- Supervise a diverse group of elementary age students;
- Prepare snack using safe food handling procedures;
- Interact with program participants and families with a high level of energy and enthusiasm;
- Work collaboratively and professionally with a varied group of colleagues;
- Communicate clearly and effectively to express concerns and needs to Program Managers;
- Supervise and maintain high standards of health and safety and follow Risk Management policies in all activities;
- Uphold guidance from Colorado Department of Public Health and Environment around COVID-19 standards;
- Attend all staff meetings and trainings as assigned;
- Other duties as assigned.

### **Knowledge, Skills, and Abilities – Minimum Requirements**

- Have an interest in, respect for, and ability to work with children;
- Strong work ethic and will work until the job is complete;
- Motivation to contribute positively to the KSS at-large community;
- Interpret a variety of instructions furnished in written or oral form;
- Multi-task efficiently while managing a high-volume workload in a fast-paced, changing environment;
- Superior customer service skills with the ability to be creative and think ‘outside the box’;
- Strong command of communication, writing, and organizational skills;
- Effectively interact with people of diverse backgrounds and different levels of experience;
- Ability to work in a busy environment with many distractions;
- Ability to track information and manage high volume of data.

### **Required Education, Experience, and Certifications**

- Current First Aid and CPR certifications, or ability to obtain before the first day of employment;
- Must be able to successfully pass a comprehensive background check.

### **Preferred Skills**

- Previous experience teaching and/or supervising school-age children;
- Experience working with children with special needs;

- Comprehension of the Spanish language via written and/or verbal form;
- Proficiency with Google Drive and CampSite.

### **Travel Expectations**

After School Program locations include Dillon Valley, Frisco, Silverthorne, and Summit Cove elementary schools. Staff will generally be assigned to a specific location, with occasional training required at KSS campus.

### **Physical Demands of this Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: sit; stand; use hands and fingers to feel, handle, or hold objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to sit for extended periods of time, stand, and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to work in close contact with his/her teammates and children. The office space is small, and the employee must have the ability to stay focused while others are working in close proximity. The noise level in the work environment is usually moderate but varies seasonally due to programs and staffing.

### **Required Dates and Times of Employment:**

When in the role of After School Instructor, the work schedule follows the [Summit School District calendar](#). The program will NOT be held on any No School days or in the event of school cancellations or early releases. The After School Program Instructor position is part-time, averaging approximately 12-15 hours per week. The after school program is typically held Monday-Friday from 3:45pm to 5:35pm.

- Mondays through Fridays from 3:45p-5:35p (± 15 minutes)
- One day from 2:50p-5:35p (± 15 minutes) - To Be Determined by Summit School District

Additionally, attendance is required at monthly meetings, and time will be required for administrative tasks, lesson planning, snack prep, parent correspondence, and program set-up and take down.

### **Compensation and Benefits:**

Hourly rate of \$16 per hour depending on experience. Housing available on a first come, first serve basis with a commitment to work five days per week.

### **Accommodations**

Housing may be provided on a first come - first served basis and depending upon commitment. Accommodations may be shared rooms/communal housing in our rustic cabins. A housing deposit may be collected.

### **Application Instructions**

Please submit the [Employment Application](#) found at [KeystoneScienceSchool.org/Employment](https://KeystoneScienceSchool.org/Employment). Applications require a resume, and 3 references. Applications will be accepted on a rolling basis until all positions are filled. For more information, please contact Human Resources at [HR@KeystoneScienceSchool.org](mailto:HR@KeystoneScienceSchool.org).

### **Equal Employment Opportunity**

*Keystone Science School is committed to building a diverse, equitable, and inclusive community, and we seek to recruit, develop, and retain the most talented people from a wide variety of backgrounds. We prohibit discrimination and harassment of any type, without regard to race, color, national or ethnic origin, sex, gender identity or expression, sexual orientation, pregnancy, age, religion, disability, veteran status, genetic information, or any other characteristic protected by law.*