

## **Enrichment and Fitness Instructor**

Non Exempt / Part Time

Employment Dates: August 17, 2009 – Mid June 2010

Salary: \$ 11.00 to \$ 13.00 per hour

17.5 hours per week (3.5 hours per day)

**REPORTS TO:** After School Program Manager of Reading And Beyond.

### **POSITION SUMMARY:**

Reporting to the After School Program Manager, this position is responsible for helping academically at-risk students perform better in school by providing fun and engaging enrichment activities in Reading and Beyond's after school program. Specifically, instructors will be working with groups of 20-40 Kindergarten through sixth grade students at school site.

### **REQUIRED QUALIFICATIONS:**

- Have completed a minimum of 48 college units in a liberal studies, kinesiology, or other education or recreation related field ;
- Experience in and knowledge about leading fun, effective and creative enrichment activities for elementary school students including but not limited to physical fitness, arts and crafts and sports;
- Be familiar with state fitness standards for elementary-aged students;
- Monitor, evaluate and track student fitness progress on a regular basis;
- Experienced in, and knowledgeable about effective behavior management techniques and strategies with elementary school children;
- Ability to create and/or follow daily lesson plans;
- Flexibility and leadership skills, but also a willingness to take direction;
- Strong verbal and written communication skills;
- Must be able to work afternoons and early evenings Monday – Friday.

### **Personal and Professional Behavior Requirements:**

- Adhere to all Reading and Beyond personnel policies and procedures on a consistent basis;
- Assume responsibility for continued professional growth;
- Maintain excellent work habits (attendance, punctuality, time management, teamwork, etc.);
- Self starter and has the ability to work independently;
- High degree of motivation, initiative, and energy;
- Represent Reading and Beyond to students in a professional and friendly manner at all times.

### **RESPONSIBILITIES:**

- Lead and implement **SPARKs** physical fitness curriculum with groups of 20+ students, 2-3 times per week at the school site to improve student physical fitness condition to state fitness standards.
- Coordinate with literacy intervention instructors and develop other enrichment activities that complement and enhance the weekly literacy theme
- Follow lesson plans and/or develop individualized enrichment activities for low-performing students
- Complete student logs and other paperwork on attendance and student progress
- Other related tasks

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, run, sit; reach with hands and arms; stoop; kneel; talk and hear. The employee must occasionally lift and/or move up to 25 lbs (including books, binders, sports equipment and educational materials). Vision abilities required by this job include close vision, distant vision, color vision, and the ability to focus.

Interested? Contact or mail/fax/email resume to:

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