



After School Program Teacher Fall 2017 – Part-Time Position

Position: After- School Program Teacher - Part Time

Reports To: Site Director/Coordinator

Salary Range: \$12 to \$15 per hour

Starts: September 2017

Job Description: Boys & Girls Clubs of Mercer County seeks part-time teachers to work in our after-school programs. Individuals are needed to teach numerous disciplines such as art, computers, STEM, music, sports, cooking, chess, character building, dance, cheerleading and theatre/drama and to offer academic support to students. The individual is responsible for facilitating an environment where students learn and enjoy themselves.

Teachers are responsible for the everyday function of their program. They need to develop a safe, fun and learning environment, where youth enjoy themselves. They help develop and implement a program curriculum, which fosters the clubs goals and mission. They are responsible for all administrative, leadership, and creative tasks associated with their program.

Qualifications: College degree in Education. And/or 3-4 years of experience working with teens in an educational/social work setting.

General Job functions:

1. Planning and delivery of educational programs in line with the goals and beliefs of the Club.
2. Responsible for the social, physical and emotional well-being of the youth, showing respect for all children.
3. Responsible for the development of team work in planning and implementation of program activities. Development of daily lesson plans.
4. Works with support staff to reach program goals.
5. Keeps the facility in a neat and orderly fashion.
6. Develops a relationship with parents through daily communication and attendance at center special events.
7. Maintains a high standard of professional ethics and training in regards to children and education.

Teachers are responsible for the following attitudes and personal qualities:

1. Enthusiasm about teaching and club.
2. Ability to evaluate self and quest of self-improvement.
3. Sense of humor and implementation of an element of fun into program and daily activities.
4. Dependability and reliability.

Teachers are responsible for the following aspects of program delivery:

1. Program leadership
2. Program organization and appearance.
3. Coordination and implementation of enrichment programs
4. Implementation of daily lesson plans, and preparation of supplies and equipment to do so.
5. Ensure that the youth are in a safe environment at all times.
6. Communicates issues and problems to their supervisor.

To Apply:

Send Cover letter and resume to the Human Resources Department of the Boys & Girls Clubs of Mercer County at: hr@bgcmercerc.org or to the following address: 212 Centre Street, Trenton, NJ 08611.