



Job Description

POSITION TITLE: Elementary Program Instructor

DEPARTMENT: Youth

REPORTS TO: Youth Program Supervisor

STATUS: 37.5 hours/week

SCHEDULE: While the schedule for this position can be flexible, the EPI must be available on Monday through Friday afternoons/early evenings and some weekends.

Full time benefit-eligible

*There are opportunities for other ReWA Youth Program positions in July/August to create year-round employment.

Summary:

Join our team at ReWA's Elementary Program as an Elementary Program Instructor (EPI) in South Seattle! We're seeking a passionate individual to empower 40 students and their families from diverse immigrant and refugee backgrounds, primarily Spanish, Asian, or Somali-speaking. As an EPI, you'll collaborate with Academic Case Managers, a Program Coordinator, and volunteers to develop engaging yearly and summer curricula, lead after-school sessions, plan STEAM activities, recruit students, maintain data, and foster school partnerships. This role offers opportunities for professional growth and requires flexibility, strong teamwork, and connections to East African or Latinx communities.

In this role, you'll be at the heart of empowering 40 students and their families from diverse immigrant and refugee backgrounds, predominantly Spanish, Asian, or Somali-speaking. Collaborating closely with Academic Case Managers, a Program Coordinator, and dedicated volunteers, you'll craft engaging yearly and summer curricula, lead after-school sessions brimming with excitement, and meticulously plan STEAM (Science, Technology, Engineering, Arts, and Mathematics) activities that captivate young imaginations. Your adaptability will shine as you tailor instruction to meet the unique needs of students of varying ages and abilities, ensuring inclusivity and fostering academic growth. From setting up activity spaces to coordinating supplies and equipment, you'll be the driving force behind seamless program execution. Additionally, you'll play a vital role in student recruitment, data management, and cultivating partnerships with schools and the community. EPI will be versed in cultural sensitivity and able to build social-emotional skills into curriculum. As a professional, you'll embody professionalism, leadership skill, teamwork, flexibility, and confidence, a strong connection to East African or Latinx communities is a plus. Your passion for program leadership, family engagement, and culturally sensitive education will fuel your success, with room to grow. preferred will have connections to the East African or Latinx communities.

General Responsibilities

- Develop yearly and summer curricula in collaboration with management
- Organize and lead after-school sessions, with support from Academic Case Managers and occasionally the Program Coordinator
- Prepare activity spaces at local schools and coordinate equipment and supplies
- Plan engaging STEAM (Science, Technology, Engineering, Arts, and Mathematics) sessions
- Tailor instruction to accommodate diverse ages and skill levels

- Recruit students and maintain student data according to grant and organizational requirements
- Collaborate with school staff to ensure alignment and support student progress
- Co-manage volunteer base

PROGRAM ADMINISTRATION RESPONSIBILITIES:

- Coordinate and facilitate team meetings with Academic Case Managers to discuss evaluate student progress, recruit/enroll new students, and working in a collected effort with Program Coordinator ensure program and grant goals are being met.
- Working in a collected effort with Program Coordinator organize Elementary School events and outings throughout the school year (e.g., field trips, celebrations, etc.)
- Meet monthly with school leadership at the afterschool program sites to ensure communication and engagement with the school is regular and productive.
- If available, attend school community meetings (e.g., FEAT, PTSA, etc.) to remain informed of significant changes in the school district.
- Review student attendance and progress monthly; coordinate with school staff to get progress reports and reading level data.
- Compile monthly data for both internal and external audiences; submit all data to the Youth Program Coordinator for review on time.

AFTERSCHOOL PROGRAM RESPONSIBILITIES:

- Work in partnership with the Academic Case Manager to partner with schools to ensure 40 youth are enrolled in the program by early October each year.
- In tangent with Youth Manager and Instructional Coach Develop(if available) and plan STEM literacy-focused lessons and prepare materials for afterschool program sessions.
- Deliver STEM lessons to groups of 40 elementary aged students up to four afternoons/week (two times per week at each partner school site or twice a week virtually), with Academic Case Manager support;
- Ensure program goals and outcomes are being met according to the contract specifications.
- Ensure students are able to participate and engage in Homework Club and the STEM project and increase their knowledge, skills and opportunities available to them.
- Support and provide guidance to volunteers in the program.
- Ensure a safe and welcoming environment for youth, volunteers, and staff of all backgrounds.
- Foster a program culture that supports cultural sensitivity, social-emotional learning, encourages personal and academic growth, and elevates youth voice.
- Use the Social-Emotional Learning Program Quality Assessment (SEL PQA) as a foundation for continuous program improvement.
- Uphold high expectations for youth performance during and outside of program time.
- Ensure program documentation is kept up to date, including attendance, emergency contact lists, etc.
- Coordinate snacks or meals for students daily.

- Maintain confidentiality when working with youth; report concerns to the Youth Program Manager, per Washington State Mandated Reporter rules.
- Safely drive an 8-passenger van to transport youth home after program sessions or on field trips.

GENERAL REWA YOUTH PROGRAM STAFF RESPONSIBILITIES:

- Communicate and meet regularly with the Youth Program Manager and other Youth Program staff to discuss and plan programming, evaluate program and client progress, and ensure program objectives and grant outcomes are being met.
- Attend monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development trainings and lead at least one lunch and learn training to other Youth Program staff per year.
- Compile and submit all paperwork including contract reporting, client tracking forms, timesheets, and other agency forms in a timely manner.
- Complete other duties as assigned by the Youth Program Manager.

MINIMUM QUALIFICATIONS:

- Must be willing to learn and feel comfortable collaborating with colleagues.
- Must be comfortable, calm, and clear when presenting information and delivering program sessions to youth.
- Instruction interest and willingness to learn STEAM curriculum and lesson delivery to cohorts of 40 students of differing ELL levels.
- Must have experience working with groups of youth in formal or non-formal settings.
- Must have the ability to express yourself effectively, both verbally and in writing, in English. Be willing to brainstorm with team mates and execute ideas/goals alone and/or with a team.
- Must have intermediate computer skills including experience with Excel, Microsoft Word, and email programs.
- AA degree preferred and must have a high school diploma or GED.
- Must be available during weekday afternoons/evenings.
- Must be a reliable communicator by phone, text, and/or e-mail.
- Must have a valid US driver's license and be willing to drive an 8-passenger van when needed.
- Must be able to pass a Washington State and multi-state background check, as well as present a copy of your driving record.

PREFERRED QUALIFICATIONS:

- Be bilingual, especially in Somali, Spanish, or Maya Qui'che
- Have an AA or bachelor's degree.
- Have a background in education, social services, or youth development work and/or STEM background.

- Demonstrate commitment and passion to supporting and empowering youth and families from diverse cultures and backgrounds.
- Understand racial equity principals and the institutional barriers that youth of color face.
- Have a desire and willingness to learn and grow professionally.
- Be willing to work flexible hours and possibly some weekends.
- Have First Aid/CPR training.
- Have familiarity with the Youth Program Quality Assessment (YPQA) or the Social- Emotional Learning Program Quality Assessment (SEL PQA).
- Have access to a reliable vehicle and have current insurance.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

Closing Date: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.