

Lead Educator

This is a paid eight-week, temporary position with the possibility of an extension. If you are looking for an opportunity to build your resume and your development skills this may be the role for you!

Description

The Lead Educator is a community member who works as the lead classroom educator. The Lead Educator facilitates students' learning and provides classroom management. The person in this role is expected to fully engage and participate in program activities and bring their authentic self to the classroom. The Lead Educator role is for an individual who is interested and motivated to develop their knowledge and skills around youth development and education. In addition to leading all program activities, the Lead Educator will engage in learning activities outside of the classroom to build their knowledge and reflect on the development of their youth engagement skills. The Lead Educator is also responsible for keeping up with their own learning activities and familiarizing themselves with classroom lessons and content.

Some of the Lead Educator learning activities are done remotely with some flexibility in times when work can be completed. Self-motivation and time management are required skills of individuals who take on this role.

Roles

Program Facilitation

- Lead all classroom activities
- Ensure that every student understands content
- Potentially modify activities as students need
- Ensure students complete program requirements
- Support classroom facilitation and management with the help of the Supporting Educator
- Manage supplies and resources for various program activities
- Participate in program activities and promote safety
- Maintain program files for all activities and assist in data collection
- Mentor and support Supporting Educator in program facilitation strategies

- Demonstrate positive and effective learning strategies

Classroom Support

- Coordinate with Supporting Educator and Program Director to ensure smooth facilitation of program activities
- Model and promote excellent behavior with students

Youth Role Model and Mentor

- Serve as a positive role model and support system for students
- Take the lead in supporting a young person through positive, ongoing relationships
- Build the relationship by planning and participating in activities together
- Strive for mutual respect with students
- Build self-esteem and motivation in those around you
- Help students set goals and work toward accomplishing them
- Demonstrate good character, emotional stability, and a responsible adult lifestyle free from use of alcohol and use of illegal drugs before and while in the presence of youth

Administrative

- Assist Program Director with student recruitment
- Communicate to students about day to day program changes
- Coordinating with Researchers for data collection during programs
- Maintaining data, including storage
- Coordinate transportation of materials and students as needed
- Serve as student and parent liaison (Assignment follow up, communicate schedule changes, etc.)
- During programming, maintain management of materials and activities, including Google classroom website
- Serve as school liaison (coordinating embedded program components), including follow ups and adjustments

Apprenticeship Learning activities

- Support program evaluation efforts; including but not limited to administering surveys
- Participate in various professional learning meetings and training sessions
- Apply learned materials and reflect on performance

Responsibilities

Lead Educators are responsible for:

- Completing remote work by designated deadlines and in a timely manner
- Working 90-100 hours over an 8 week period
- Being punctual and arriving 30 minutes prior to program
- Remaining professional in a fast paced and rigorous short program
- Handling parent questions and concerns, bringing them to the Program Director as needed
- Constructing a safe and healthy environment while working in person and remotely
- Lead youth in completing the requirements for the learning experience
- Completing Youth Development coursework and reflections
- Attend all scheduled Educator meetings
- Providing feedback at the end of the program

Qualifications

- Prior experience working with young people a bonus
- Must be interested in developing and working with young people
- Must be self motivated and willing to engage in structured professional learning
- Must be fully committed to engaging and completing all program expectations and components
- Must have the ability to walk 10 blocks if needed for program activities
- Must have reliable transportation to and from work locations
- Must have ability to transport program materials and lift 40lbs
- Bring a positive attitude to the work environment
- Be willing to try new things and learn alongside youth
- Be over 18 years of age
- Be a member of the Flint Community

Compensation: \$15.50 per hour

To apply, please [click here](#) or use this QR code:

