

# Supporting 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!

## General job description

The Supporting Educator is a community member who works alongside the Lead Educator. The Supporting Educator supports classroom management and facilitation of student learning. The person in this role is expected to fully engage and participate in program activities and bring their authentic self to the classroom. The Supporting Educator role is for an individual who is interested and motivated to develop their knowledge and skills around youth development and education. As an apprentice to the Lead Educator, the Supporting Educator will also engage in learning activities outside of the classroom to build their knowledge and reflect on the development of their youth engagement skills. The Supporting Educator will be responsible for organizing and maintaining classroom management such as attendance, keeping up with their own learning activities, and familiarizing themselves with classroom lessons and content.

Some of the Supporting 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

### Classroom Support

- Coordinate with Lead Educator and Program Director to ensure smooth facilitation of program activities
- Assist Lead Educator to promote excellent behavior with students
- Support classroom facilitation and management

## Program Facilitation

- Assist Lead Educator with program activities
- Support student completion of program requirements
- Lead some classroom activities (less than 50%)
- Participate in program activities and promote safety

## 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

- Manage the organization and storage of data
- Assist Lead Educator as student liaison (Assignment follow up, communicate schedule changes, etc.)
- Assist Lead Educator and Program Director with student enrollment
- Manage student attendance
- Manage supplies and resources for various program activities
- Maintain program files for all activities and assist in data collection
- Document program activities with photos and videos

## 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**

Supporting Educators are responsible for:

- Completing remote work by designated deadlines and in a timely manner

- Working 70-80 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
- Directing parent questions and concerns to the Lead Educator
- Constructing a safe and healthy environment while working in person and remotely
- Aiding 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**

- 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:** \$10.80 per hour

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

