

Title: Youth Development Instructor

Work Schedule: Facilitate course on Tuesdays, 3-6pm; Create and manage own schedule for curriculum development and planning.

Hours: 4-6 hours per week (combination of teaching and planning time; following the PPSD schedule)

Start Date: September 2017

End Date: April 30, 2017

Supervisor: TBD

Job Description:

The Providence After School Alliance's (PASA) mission is to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence by organizing a sustainable, public/private system that contributes to student success and serves as a national model. PASA's middle & high school initiatives—the AfterZone & Hub—knit together a network of partners from the public and private sector including the city, school department, community providers and businesses. By maximizing cross-sector strengths and resources, PASA engages youth in a variety of expanded learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information, go to www.mypasa.org.

Under the supervision of PASA's Quality Department, the Youth Development Instructor (YDI) will play the lead role in the configuration, development, and implementation of PASA's new Advanced Coursework Network (ACN) Course, *Youth Development Job Training*. Working independently, the YDI will produce and teach a credit-bearing, standards aligned curriculum to 15-20 high school youth in an afterschool setting. The YDI will also be responsible for recruiting youth, communicating with enrolled youth and families, submitting attendance reports, collaborating with the Teacher of Record, attending meetings and completing electronic rubrics.

Scope of Responsibilities:

- Develop and implement a 23 week course that engages high school students in methods training frameworks designed by the Weikart Center for Youth Program Quality and interweaves topics such as building community, positive youth development, active & cooperative learning and reframing conflict
- Support students with the opportunity to engage in real-world experiences in the work of youth development
- Align curriculum to Common Core State Standards and develop course objectives and goals that are specific, measurable, attainable, realistic and timely (SMART)
- Clearly communicate program logistics and information to youth, parents, PASA staff and Teacher of Record in a timely and effective manner
- Provide youth with ongoing feedback for progress and opportunities for reflection
- Display the highest ethical and professional behavior and standards when working with students, parents, personnel, and other agencies associated with the program.
- Ensure high quality program implementation by providing a safe, supportive, interactive, and engaging environment and assure the safety and well-being of all youth
- Collaborate with the Teacher of Record to reflect and improve on content, instructional skills and rubric submissions
- Attend ACN meetings and actively participate in all recruitments activities

- Maintain and submit accurate attendance, reports, rubrics and grades within expected time frame
- Administer digital badges to applicable students

Skills Required:

- Can work independently and meet deadlines
- Creative and critical thinker
- Able to communicate effectively with adults and youth
- Capable of using Microsoft Word and Excel

Qualifications:

- Bachelor's degree in Elementary Education, Youth Development, Human Development or a similar field
- Candidates must be at least 21 years old and must pass a fingerprinted-based criminal history records check in addition to other requirements
- Prior experience working with youth and ability to motivate and inspire
- Demonstrated knowledge and understanding of youth growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning

Remuneration:

- Applicants will be interviewed for position until filled; candidate will be hired as seasonal and/or part-time employee. Payment is \$18.00 per hour.

To apply, please submit resume and cover letter to:
Eric Collins, HR Coordinator, ecollins@mypasa.org

OR:

Mail to: Providence After School Alliance
81 Carpenter St, Providence, RI 02903
Fax (401) 228-3915

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