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**Job Description**

**Title:** *Youth Enrichment Specialist*

**Summary:** Under the supervision of the Beyond the Bell Site Leader and Multi-SiteManager, the Enrichment Specialist is responsible for implementing program activities and the supervision of youth enrolled in Beyond the Bell programs. The enrichment specialist is tasked with the goal of ensuring quality programming, and proper student supervision. To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities. This position reports directly to the Site Leader or Multi-SiteManager.

**Terms of Employment:**

* Work Hours:
  + AM Monday-Friday 6:30 A.M.-8:30 A.M. (Sioux City elementary sites only)
  + PM- Monday (Sioux City 2:00-6:00 PM) (South Sioux 1:30-6:00 PM)
  + PM Tuesday-Friday (Sioux City 3:00-6:00 PM) (South Sioux 2:30-6:00 PM)
    - Max of 29 hours weekly
* Locations: Sioux City Elementary and Middle School, South Sioux City Elementary, Bishop Heelan
* Beyond the Bell is a licensed child care provider requiring mandatory training, physical, background check and fingerprinting before employment can begin
* This position is a temporary part time position
* Position starts at $14 an hour (effective 8.1.2023)

**Qualifications:**

* Must be at least 16 years of age
* Education, Early Childhood, Elementary Education, reading and/or special education preferred
* Must be able to meet/get certified in all organizational, local, state, and federal licensing and training requirements including but not limited to CPR, First Aid, and Mandatory Reporting, Universal Precautions, DHS Essentials, Passport to ECE and others that may come up
* Must be able to attend periodic staff meeting and trainings after normal work hours and possibly weekends
* Ability to adjust teaching methods to meet the needs of students
* Dependable, reliable work/volunteer history
* Reliable transportation to and from the program site
* Reliable daily communication method-either phone or email

**Skills, Abilities, Duties, and Responsibilities:**

**Preferred candidates will have proven success in the following:**

* Assist Site Leader and/or on Multi-SiteManager to implement daily activities and schedules
  + Track attendance, give payment receipts, prepare, give, and record snacks, provide age-appropriate activities, gym games, and free play. Provide space for individual quiet time, and assist with homework
* Meet daily before program (scheduled hours) with Site Leader and other program staff to prep for shift
* Overseeand lead activities designed to enhance the health, emotional, social, intellectual, and physical development of children enrolled in the Beyond the Bell program
* Ensure the safety of the children enrolled in the program at all times
* Ensure all school rules are being followed and enforced and follow the policies and procedures of Beyond the Bell
* Strong communication skills (oral, written, and presentation) and organizational habits
* Leadership in problem solving and decision making & resolve student situations-behavioral, emotional, and first aid
* Maintain professional relationships with the children, parents, and co-workers and treat all with respect and dignity
* Complete general housekeeping to make sure the site is left clean and ready for the next program/day
* Attend all mandatory staff development training planned by Beyond the Bell
* Follow through with disciplinary or redirection actions for youth in program, in accordance with Beyond the Bells policies, guidelines, practices, and procedures
* Ensure that all organizational, local, state and federal program guidelines are being met and followed at assigned site
* An ability to work well with others who have diverse opinions
* The ability to exercise tact and handle information that is confidential, sensitive or controversial
* The ability to work and plan independently with often remote, but supportive supervision
* Customer Focus and Relationship Building
* Champion for Change and teamwork
* Experience, or a desire to work with school-aged children in a programmed setting
* Available and willing to work at all Beyond the Bell site locations
* Other duties as assigned

**21ST Century Learning Centers Requirements:**

**Beyond the Bell facilitates 21st CCLC grants. If you are assigned to one of those locations, these additional requirements may apply.**

● Participate and contribute in monthly best practice webinars

● Participate and contribute in monthly committee meetings (via phone or zoom)

● Attend annual Iowa Afterschool Impact Conference

● Develop and host monthly family engagement nights

WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently exposed to indoor and outdoor conditions. While performing the duties of this job, the employee is required to frequently stand, walk, stoop, bend, sit, reach, carry, and lift. The noise level in the work environment ranges from mild to loud.

*SHIP is an equal opportunity employer. SHIP shall comply with all provisions of federal, state and local laws, rules, and executive orders which apply to insure that no client, employee, or applicant for employment is discriminated against or harassed because of race, color, national origin, religion or creed, age, disability status, genetics, protected veteran status, political affiliation, sex (including pregnancy), sexual orientation, gender identity or expression, or any other protected characteristic.*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_