



BEACON Afterschool Program
264 South 400 East
Moab, UT 84532
<http://www.moabbeacon.net>
435.259.2767

BEACON Afterschool Program, Helen M. Knight Elementary School 5 Day K-6 Enrichment Leader Job Description

The K-6 Enrichment Leader position will assist with creating, implementing and managing afterschool curriculum-based enrichment activities, prevention components, arts, and recreational activities at Helen M. Knight Elementary, serving Kindergarten – 6th grade. The Enrichment Leader will be under the supervision of the HMK Site & Elementary Programs Coordinators. This position is part time: 4 hours/ day Monday-Friday. K-6 Enrichment leader will facilitate 1 hour of Kindergarten enrichment Monday-Thursday, and five 1st -6th grade Enrichment Clubs per week. The job time commitment is Monday-Thursday from 1:30-5:30pm and Friday from 12:00-3:30pm. The position is a 1 school year contract and dependent on grant funding. Starting wage is \$13/hour. Start date is August 22, 2018.

Core Job Responsibilities

- Planning and leading daily enrichment clubs to include diverse activities and prevention components for groups of up to 12 students.
- Prepare lesson plans to meet specific educational and prevention components designated by the HMK Site & Elementary Programs Coordinators, teachers and curriculum maps. Incorporate evidenced-based curriculum resources in preparing daily prevention components.
- Assist with integrating life skills concepts into daily schedule of clubs and activities.
- Be willing to work with a variety of grade levels.
- Regularly communicate with parents, teachers, and team members regarding club participants.
- Ensure student safety and school accountability.
- Collect daily student attendance data for each club per grant requirements (provided by Site Coordinator)
- Communicate regularly with HMK Site/Elementary Programs Coordinators for support and additional resources.
- Collect exemplary student work for display.
- Attend all scheduled enrichment and site staff meetings.
- Complete club proposals and subsequent supply requests.

Other

- Complete District required incident reports in the event of injury or severe behavior issues and discuss these issues with parents.
- Complete student of the month nominations.
- Assist in keeping BEACON enrichment supplies, tools, and room organized.
- Required attendance at Lights On, End of the Year Picnic, and 1 additional BEACON event/fundraiser per year.
- Assist with sign in and snack distribution at start of program.
- Help with end of day tasks such as watching students on the playground, cleaning up cafeteria, and student sign-out.
- Complete Food Handler's certification, CPR & First Aid certification, and Care About Child Care Pre-Service Training upon hiring.
- Complete mandatory 20 hours of Professional Development training over the course of the school year (calendar of opportunities provided by BEACON Afterschool Program). Participation in BEACON wide orientation and all pre-programming training is required.

BEACON: Empowering students to discover their innate ability to succeed.



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Skills and Qualifications

- Strong organization, communication, and problem solving skills. Strength and experience in working as a team.
- Ability to balance varied job responsibilities and working with multiple students.
- Dependable and flexible.
- Creativity and enthusiasm for designing and leading age-appropriate activities; dedication to after school programming.
- Experience working with elementary-aged students and at-risk youth.
- Excellence in time management skills.
- Commitment to entire school year.
- Ability to plan appropriate lessons for students.
- High School Diploma or GED required, Bachelor's Degree or some college education preferred.
- Experience working in a socioeconomically and ethnically diverse community preferred.
- Must pass a BCI background check.

TO APPLY:

1. Send resume and a brief cover letter about your experience by email to Xandra Odland, Elementary Programs Coordinator odlandx@grandschools.org AND Melissa McKimmey, HMK Site Coordinator mckimmeym@grandschools.org.
2. Submit questions regarding this position by email to Xandra Odland- odlandx@grandschools.org
3. Submit hard copy application materials **noting which BEACON position** you are applying for to the District Office. You must also email your materials to the above email address contacts.