

RFTS (Reach for the Stars After School Program) On-Call/Substitute Site Facilitator

(Site Manager/Supervisor) Part Time Position

Job Description:

Substitute Site Facilitators are responsible for all aspects of site management; completing site paperwork, providing a safe/enriching environment for students, planning/facilitating site day by day programming, supervising/supporting site staff/volunteers, responsible for student discipline, communicating with school day staff, students, parents and partner staff, attending weekly site facilitator meetings, monthly all staff meetings, working 3-4 Saturdays a year (field trips/staff training).

Location:

Within the (9) RFTS elementary sites in the Whittier City School District

Qualifications:

- *B.A/B.S. degree in a related field
- *Knowledge of behavior management strategies
- *Experience managing/supervising staff/adults in a team setting
- ***(3) years experience working with school-age children in after school programs**
- *Good interpersonal/communication skills
- *Great organizational skills

Desirable: *Spanish speaker

Rate: \$23 per hour

Work shift: ON-CALL, but Work Shift hours: *Mondays, Wednesdays, Thursdays and Fridays 2:30 pm-6:15 pm *Tuesdays 12:30 pm-6:15 pm

Preferred: Attend Weekly Tuesday Site Facilitator Meetings 2:30-4 p.m. approx.

How to apply:

Call our RFTS Main Office @ 562.789.3156 for more information regarding this position, if you have any questions or email Eleonora Mendez {Program Facilitator} @ emendez@whittiercity.net. THE HIRING AGENCY FOR THIS POSITION IS THROUGH THE BOYS & GIRLS CLUB OF WHITTIER (one of our community partners).

* 2 Letters of Recommendation will be required when you come in to interview. (can be provided as hard copies or electronically to emendez@whittiercity.net)

For more Program information, visit:  [Reach for the Stars After School Program](#)

RFTS Office: Orange Grove Elementary
10626 Orange Grove Avenue, Room 1
Whittier CA 90601 562.789.3156