

RFTS (Reach for the Stars After School Program)

Substitute Group Leader/Job Share Partner (frontline staff)

Part Time Position

Job Description:

A (Substitute) Group Leader is in charge of a group of 20-23 elementary aged students (K-5th grade). Job includes signing in kids, passing out supper, supervising Homework, Sports & Rec. and Enrichment time from school dismissal to 6 p.m. daily (typical hours are Tuesday 12:30-6 p.m. while the rest of the days are typically 2:30-6 p.m.) Group leaders will teach STEM (science), HW, Sports, Friday Fun clubs and enrichment (art, math games, literature, writing). They will also attend mandatory meetings/trainings/fieldtrips. New hires receive training on Program Policies/Procedures, Curriculum/Lesson Planning, CPR/First Aid and have on-the-job-training (shadowing).

****Substitute Group Leaders can be assigned to work as a job share/certain days (sharing a group with another Group Leader), be daily on-call or work Monday-Friday (depends on Sub GL availability & site need).**

Location:

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

Qualifications:

- *A.A. or 48 College units in a related field
- *Knowledge of behavior management strategies
- *Previous experience working with school-age children
- *Good interpersonal skills

Rate: \$13.01 per hour

How to apply:

Call our RFTS Main Office @ 562.789.3156 for more information regarding this position or if you have any questions. Please **email your resume to Eleonora Mendez {Program Facilitator} @ emendez@whittiercity.net**. An interview will then be scheduled, if you meet the qualifications.

*2 Professional Letters of Recommendation will be required to move forward in the hiring process. **THE HIRING AGENCY FOR THIS POSITION IS THROUGH THE BOYS & GIRLS CLUB OF WHITTIER (one of our many partners).**

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
reachforthestarswcsd@gmail.com