



Urban League
of Greater Oklahoma City, Inc.

Empowering Communities
Changing Lives

<u>JOB TITLE:</u>	Assistant Teacher
<u>DEPARTMENT:</u>	Education & Family Development Department
<u>PROJECT:</u>	School Age Summer Camp
<u>REPORTS TO:</u>	School Age Master Teacher
<u>RATE OF PAY:</u>	\$8.50 - \$10.00 per hour
<u>STATUS:</u>	Seasonal (May 30, 2018 – July 27, 2018)
<u>CLOSING DATE:</u>	Until filled
<u>HOURS OF WORK:</u>	Not to exceed 30 hours per week. Monday- Friday: schedule will be assigned by the Master Teacher and will be based on the needs of the program.

POSITION & PURPOSE

ULOKC 21st CCLC Summer Program Tutor will assist children with improving their Science, Technology, Engineering, Art/Agriculture and Math skills through hands-on activities.

JOB FUNCTIONS & RESPONSIBILITIES

Provide academic skills development, guide enrichment-learning activities, and supervise students during the Summer Program. Tutor will have some administrative duties and assist with the coordination and management of curriculum. Tutor is expected to maintain the tone and standards for a quality Youth Program. Tutor must have regular and punctual attendance. Tutor is responsible for executing and monitoring summer program to ensure instruction and activities meet the social, emotional, physical, and intellectual needs of students. Tutor must maintain a safe, fun, organized, and sanitary environment for students.

QUALIFICATIONS

- Excellent people skills, enthusiasm for helping children, respectful attitude
- Ability to work separately with child within a larger context of child/tutor groups
- Creative and enthusiastic when covering lesson plans and reading selected books
- Attention to detail regarding paper work and prompt arrival/departure from school
- Excellent reading skills and willingness to share your love of reading.
- Documenting/Recording Information
- Other duties as assigned.

Must pass an OSBI background check. High School diploma, equivalent or actively attending secondary education. Should have experience in school-age classroom setting by helping children with social and academic enrichment. CPR, CDA, CCP or CEU training in the field of child care and development and/or the ability to attend such training needed to perform duties and responsibilities.

To Apply: To apply email resume to snealy@urbanleagueok.org