



YOUTH INSTRUCTOR POLICE ATHLETIC LEAGUE OF JACKSONVILLE, INC.

OVERVIEW:

The Youth Instructor is responsible for supervising school-age youth and providing mentoring, enrichment activities, leadership, life skill training, assistance with homework and special projects. This person is responsible for the direct supervision of students, as well as planning, clearly and timely communicating standards, achievements and deficiencies to students and parents. The Youth Instructor will teach good study habits while monitoring and assessing progress that will result in students achieving success. In addition, this person will assist the staff in other areas of need or otherwise determined by the Program Manager.

PRIMARY RESPONSIBILITIES:

1. Responsible for supervision and their overall safety of up to 15 students.
2. Engage youth in educational, enrichment, leadership and recreational activities.
3. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
4. Ensures that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification.
5. Track and maintain accurate records of class attendance, activities, supplies and equipment.
6. Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs.
7. Assist with organizing and monitoring enrichment and recreation activities; support special events at all JaxPAL locations or designated facilities.
8. Meet all standards as required by the Kids Hope Alliance monitoring criteria.
9. Plan and develop a daily schedule of classroom routines and activities. Prepares and implements lesson plans in accordance with the program goals and performance National Afterschool Association standards.
10. Provides interactive activities that are educational and fun for youth including those with learning disabilities.
11. Interacts positively with all youth, parents and staff to support their individual learning and emotional needs.
12. Works as part of a team, accepts responsibility and is self-motivated.
13. Demonstrates strong work ethic to achieve program goals.
14. Abide by all policies, procedures and notifications outlined in the Employee Handbook, company memos and program standards.
15. Track students' academic activities and document progress.

REQUIRED QUALIFICATIONS:

- High School diploma
- Knowledge of developing mentally appropriate practices for elementary and middle school youth in a diverse environment.
- Ability to adjust to varied situations, demands and new instructional concepts.

- Ability to manage classroom activities, supervise students regularly, during scheduled field trips and events.
- Ability to perform basic clerical tasks such as record keeping, filing, copying, etc.
- Excellent organizational, written and communication skills.
- Knowledge of general rules and safety procedures associated with outdoor and indoor recreational activities.
- For the purpose of transporting youth, must have a valid Florida Drivers license demonstrating a positive driving record
- Must possess or obtain a valid certification in CPR and/or First Aid within 30 days of hire.
- Must pass drug screening and a criminal history check
- Must complete a minimum of 10 hours of training annually.

PREFERRED QUALIFICATIONS:

- Associate or Bachelor's degree preferred.
- Teaching Certification in Education.
- Minimum 2 years' experience in working with youth.
- Graduate student in education, professional in the youth development or have equivalent experience.

DEPARTMENT: Education
FLSA STATUS: Seasonal/Part-Time/Non-Exempt
RATE: \$12.00 hourly
HOURS: Monday-Friday 2:30-6:30p (15-20 hours weekly, coincides with DCPS schedule)
REPORTS TO: Site Program Manager

Qualified candidates should send a resume to HR.Jobs@jaxpal.com