POSITION: Extended Day Coordinator/Activity Leader - Multiple positions

WAGE: $15.00 per hour

LOCATION: Multiple Locations

APPLY AT: Send Resume & Cover Letter to SUN Site Supervisor: Ginny Scelza, at ginnyS@irco.org

STATUS: Part-Time/Casual/Hourly

SCHEDULE: Variable; Must be available to work 1:00-5:30pm

PROGRAM(S): SUN Schools

LANGUAGE: English Required; Bilingual Preferred

OTHER: Works with youth under age 18

GENERAL POSITION SUMMARY:
SUN (Schools Uniting Neighborhoods) seeks to improve the lives of youth, their families and the community, through partnering with local school communities. The SUN Service System utilizes schools as community hubs to organize and integrate social and support services for youth, families, and community members to promote educational success and family self-sufficiency. The school-based delivery sites house comprehensive services, including educational, enrichment, recreational, social, and health services. SUN offers extended day programming throughout the school year and summer to provide learning and engagement opportunities for students and families in the community. SUN Community Schools are a collaboration of Multnomah County, Immigrant and Refugee Community Organization (IRCO), multiple local non-profit organizations, and Portland school districts.

THE EXTENDED DAY COORDINATOR (EDC):
This position works under the supervision of the SUN Site Manager. Primary responsibilities include the implementation of extended day activities and evening family events. Occasional student/family activities may occur during the weekends. The EDC oversees and coordinates efforts to involve and engage parents at schools, which includes working with the school to outreach to parents, and to provide opportunities for parents to be engaged in the school. SUN offers the following after school services:
- Homework Club
- Academic Classes
- Art, Sports, Music and Leadership Opportunities
A safe and supportive space for youth and their families; Weekly fresh food distribution; Classes for adults; Cultural and community events; Resource referrals; Volunteer opportunities for youth and adults.

ACTIVITY LEADER:
IRCO SUN is looking for qualified & dedicated individuals to contribute to SUN Schools Activity programs. We are seeking a creative and energetic individual to offer fun and engaging enrichment activities. The Activity Leader will work with elementary aged youth, grades 1-5, and develop and facilitate after-school enrichment activities in one or more of the following areas:
- Academic Enrichment (i.e. tutoring, science club, technology, history, chess, mathematics)
- Sports (Yoga, Fitness, Soccer, Basketball preferred but open to other sports as well)
- Art (crafts, creative writing, journalism, film making)
- Food preparation/Nutrition
- Gardening
- Cultural groups (Latino Club)
• Girls and/or boy’s empowerment group
The Activity Leader will be responsible for programmatic, organizational, and classroom duties. They will work directly with the SUN Site Manager, Principal, school staff, and students. Activity Leaders are part time, temporary employees of IRCO.

QUALIFICATIONS:
Any combination of experience and training that would provide the required knowledge, skills and abilities required of the position may be qualifying:

- Must pass an extensive criminal history background check and CPR/First Aid Certification preferred
- Bilingual/Bicultural preferred
- Experience leading activities with school-aged children
- Desire and ability to work with children in an extended day setting, ensuring an enriching, safe, and positive learning environment
- Demonstrate enthusiasm about working in an inclusive environment which serves children of all backgrounds and abilities
- Excellent organizational and interpersonal communication skills with a high level of professionalism
- Ability to work independently as well as cooperatively as part of a team
- Willingness to be flexible as necessary and ask questions for clarification and job completion
- Must be at least 18 years of age
- Must be legally able to work in the United States (documentation will be required for I-9 form)

REQUIRED FUNCTIONS, KNOWLEDGE, SKILLS AND ABILITIES:
- Experience coordinating youth academic and enrichment-based programming
- Strong writing, computer, data management and organizational skills
- Excellent verbal and written communicate skills
- Ability to work effectively both within a team-dependent environment, and independently with minimal supervision
- Cultural competency that enables effective interaction and partnership with students and others from the different cultural groups
- Knowledge of student behavior management and the ability to react calmly and efficiently
- Ability to prioritize multiple assignments, and to frequently work under pressure to meet deadlines
- Ability to maintain a high level of confidentiality
- Develop and teach engaging, age-appropriate lessons with ties to academics, recreation and/or the arts during the after-school hours
- Supervise groups of students; establish and maintain positive classroom behavior expectations and incentive programs
- Follow school discipline and safety procedures to ensure student safety, and to maintain a clear connection between school-day and extended day policies and procedures
- Support a classroom teacher and students during the academic programming sessions
- Supervise groups during daily routines such as meal time, open gym, and class transitions
- Record and turn in student attendance daily
- Communicate frequently with the SUN Site Manager about individual student progress, successes and concerns
- Maintain positive working relationships with students, families, school staff, custodians, and volunteers
- Staff training is required before the start of the session (TBD) and new hire paperwork must be completed in a timely manner
HOW TO APPLY:
Please send Cover Letter and Resume to the SUN Site Supervisor: Ginny Scelza, at ginnyS@irco.org. Due to the high volume of applications received, we will not be able to contact each applicant. We may not be able to return calls regarding the status of your application. If you are selected for an interview, we will contact you by telephone.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER