



**Quality Assurance Mission Statement:** Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

# EXPLORE PROGRAM LEADER

HOURLY PART TIME

Explore program is a FREE After School program, provided by Standard School District, in partnership with NOR, at Highland Elementary, Winland Elementary, Standard Elementary, and Standard Middle School. The program provides students in TK through 8<sup>th</sup> grades, with homework help, STEAM activities (Science, Technology, Engineering, Art & Math), physical fitness activities, dance & drama activities, and a daily snack. Other examples of activities offered in the program include hands on science activities, talent shows, arts and crafts, sports, nutrition, recreational activities like speed cup stacking & golf, robots, computer coding, rocket building and much more. The program partners with Kern Athletic Fencing Foundation, Girl Scouts and many other community organizations. Students build confidence, relationships, and skills.

## **DEADLINE TO APPLY: Open until filled.**

To apply online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application).. Current employees can submit an Employee Job Interest Form and Questionnaire. The application or Job Interest form can be downloaded from the District's website at [www.norfun.org](http://www.norfun.org), Human Resource, Current Opportunities or request from the Personnel Office at 392-2000.

**BASIC FUNCTION:** Plan, teach, implement, supervise students and evaluate activities provided within a specific program area, as specified above.

**WORK SCHEDULE:** School year, between 20 – 25 hours per week, Monday through Friday, between 1:30pm – 6:15pm, occasional Saturday Camps, professional development training and open house events in the evenings (required dates are provided in advance). Summer school program from end of school through the end of June. Unpaid Summer break about three to four weeks, and then resumes for next school season. Substitute(s) are also needed for the program.

**HOURLY RATE:** \$19.44 - \$21.60, DOE

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting with fingerprint clearance through the Dept. of Justice.
- Must submit evidence of a TB examination within the past 60 days from the date of hire and subsequent tests every 4 years.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Must have required college units or have a paraprofessional certification, or the ability to pass a paraprofessional exam.

**QUALIFICATIONS:** Must be at least 18 years of age, high school diploma or GED; experience in working with children. Knowledge of youth development. Ability to motivate youth and manage behavior problems; deal tactfully with employees, participants and the general public; create lesson plans, teaching and implementation of quality programs for youth; assist with organization and supervision of members in a safe environment at all times; and pass mandatory CPR and First Aid Certifications. Ability to be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate and follow instructions, both orally and in writing with participants, coworkers, District and school staff, management, and the public; lead participant activities; exercise sound judgment within District policy and maintain confidential information; comprehend, prepare and maintain clear and concise records and reports; and accommodate a flexible work schedule, evenings and weekends when needed. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor. Must have 48 college units or have a paraprofessional certification, or, the ability to pass the paraprofessional test that we provide.

**DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties:

**PREPARE YOUTH FOR SUCCESS:**

1. Create an environment that facilitates the achievement of Youth Development - promote and stimulate program participation; assist in recruiting new students; provide guidance and role modeling to students.
2. Ensure a productive work environment by participating in weekly Afterschool Program staff meetings.

**PROGRAM DEVELOPMENT AND IMPLEMENTATION:**

1. Plan, implement and administer programs, services and activities for students and visitors.
2. Monitor and evaluate programs, services and activities to ensure safety, quality in programs and appearance of the After School Program at all times. Prepare periodic activity reports.
3. Create and submit daily lesson plans to Site Manager.
4. Foster a respectful and inclusive environment by treating all students with fairness and dignity; implement disciplinary measures in a consistent and equitable manner; and adhering to the Explore Program established procedures and guidelines.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs, trainings, and/or events.
2. Assume other duties as assigned.

**RELATIONSHIPS:**

1. Internal: maintains close, daily contact with Program staff (professional and volunteer), students and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
2. External: maintains contact with schools, students, parents and others to assist in publicizing the After School Program and resolving problems within the program.

**QUALITY SERVICE / DISTRICT EXPECTATIONS OF THIS POSITION:**

- Consistently reports to work on time prepared to perform job duties.
- Prioritizes and performs duties as workload necessitates.
- Communicates regularly with supervisor about program issues.
- Provides outstanding customer service.
- Maintains respectful attitude.
- Interact with customers and co-workers in a positive and courteous manner.
- Responsible for the efficient and effective delivery of services.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work activities are performed in both indoor and outdoor school environments (dependent on specific activity). Required to talk in a clear voice and be able to hear well. The employee is often required to sit and use their hands and fingers, to handle, manipulate or feel. The employee is frequently required to stand, walk, reach with arms and hands, climb or balance, run, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Employees must be able to lift a minimum of 15lbs. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**AN EQUAL OPPORTUNITY EMPLOYER**

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca. 93312 (661) 392-2000

[www.norfun.org](http://www.norfun.org)