



## **Afterschool Program Instructor (Pittsburgh) Homeless Children's Education Fund**

The Homeless Children's Education Fund (HCEF) is currently seeking candidates for Afterschool Instructor positions to serve at our partner homeless housing agencies in the Greater Pittsburgh Area during the 2021-22 schoolyear. Applicants with a teaching certification are preferred. All applicants must possess current Act 33/34 and FBI clearances.

### **Program Overview:**

The HCEF afterschool program provides quality educational and recreational experiences for children in grades K-8 residing at various housing agencies in the Greater Pittsburgh Area. Program goals include:

- Helping students to build academic, social, and emotional skills
- Helping students develop their skills in reading, writing, math, and creative problem-solving
- Encouraging students to develop a positive vision for their futures as learners and citizens
- Encouraging parents to be strong educational advocates for their children

**Principle duties** – The Afterschool Instructor is responsible for coordinating on-site after-school activities for children residing in homeless housing programs. The Afterschool Instructor works closely with housing agency staff to create a positive learning environment using resources available at the agency's learning center.

Daily responsibilities include: developing individual tutoring plans, assisting children with homework assignments and literacy skills development, and planning one-on-one and small group activities, overseeing volunteers, and collecting and reporting data to monitor student growth and learning.

The Afterschool Instructor also facilitates parent education workshops and communicates with parents about their children's academic goals and progress. The Afterschool Instructor actively participates in regular meetings with HCEF staff and fellow Afterschool team members to share best practices and information. The afterschool instructor participates in family engagement activities coordinated with the Family Engagement Coordinator

### **Qualifications:**

- Minimum of 3 years' experience teaching/leading out-of-school time programming
- Exceptional interpersonal skills; ability to relate positively and respectfully to children of all ages, parents, volunteers, and other professionals
- Creativity and ability to foster a love of learning in children of all ages

- Ability to work independently with minimal supervision
- Understanding of the significance of out-of-school-time programming in the lives of underserved children and proven ability to provide a safe, structured and enriching environment
- Sensitivity regarding the psychological and behavioral impacts of trauma in children and parents
- Previous experience working with students who've experienced trauma and/or homelessness strongly preferred
- Values diversity, equity, and inclusion.
- Flexibility – must be willing to work with a transient population that may change throughout the school year

Hours vary by location and are generally between the hours of 3:00 – 6:00 PM on weekdays.

Candidates should understand that they will be considered independent contractors, not employees, of the Homeless Children's Education Fund. All positions are part-time.

**TO APPLY:**

Please submit a current resume and cover letter to Kaitlyn Nykwist, Afterschool and Enrichment Director, by email at [knykwist@homelessfund.org](mailto:knykwist@homelessfund.org) or by fax at (412) 562-1109.

Homeless Children's Education Fund is an Equal Opportunity Employer and values diversity.