



SUMMER SHELTER PROGRAM INSTRUCTOR HOMELESS CHILDREN'S EDUCATION FUND

The Homeless Children's Education Fund (HCEF) is currently seeking a **part-time, contracted Summer Program Instructor to deliver educational summer programming** at a partner homeless housing agency. Applicants with a teaching certification are preferred; experience working with children in an afterschool or summer program setting required. All applicants must possess current Act 33/34 and FBI clearances. This is a part-time, independent contract position.

Program Overview:

The summer program, organized in partnership between the Homeless Children's Education Fund and a local housing agency, will provide quality educational and recreational experiences for children in grades K-8 residing at the housing agency. Programming will take place indoors and outdoors, on site at shelters and housing agencies where families live.

Program goals include:

- Building positive relationships and strengthening social and emotional skills
- Helping students practice their skills in reading, writing, and creative problem-solving
- Providing opportunities for students to develop a positive vision for their futures as learners and citizens

Principal duties – The Summer Program Instructor will report to the K-8 Program Manager at the Homeless Children's Education Fund (HCEF) as well as the staff at the local homeless housing agency. The instructor will:

- Work both independently and collaboratively with other instructors, volunteers and enrichment providers in a team setting.
- Develop highly engaging summer activities for children, including, but not limited to: reading circles, creative writing, reader's theater, arts and crafts, outdoor recreation, and games.
- Integrate activities with enrichment workshops taught by visiting artists and field trips.
- Assist HCEF in the collection of attendance data and measurable outcomes throughout the summer program.
- Occasionally provide individual tutoring sessions when requested by families to supplement group programming.

Qualifications:

- Minimum of 3 years' experience teaching/leading afterschool and/or summer 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 reading 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 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
- Values diversity, equity, and inclusion
- Flexibility – must be willing to work with a transient population and class sizes that may change throughout the summer

Specific program hours vary by site but work will take place 3-4 days per week, between Monday – Thursday. Specific schedules can be determined throughout the hiring and onboarding process.

There is also a possible opportunity to support HCEF's new mobile learning program as well as some potential opportunities to support caregivers and early childhood children, depending on shelter program requests and availability.

Hours: 12-20 hours / week

Position Duration: June 22 – August 14, 2026

If desired, summer program instructors can also be considered for an instructor role at HCEF's afterschool programs (which will resume in September 2026) if positions are available.

Hourly Rate: Starts at \$35/hour

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 by email to info@homelessfund.org and ndonovan@homelessfund.org.

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

Any 2026 applicant who applies for this role will also be considered for the two other K-8 Instructor roles at HCEF (Mobile Learning Program Instructor and STEAM Mobile Learning Instructor).