



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is "...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education".

Position Description

Position:	SUN Extended-day Instructor
Department/Program:	Youth and Education Services
Compensation:	\$12.00 hourly
Benefits:	There are no benefits associated with this position
Employment Status:	Temporary (limited duration, not to exceed 1,000 hours), Part-time, Non-Exempt
Hours:	Typically working hours are Monday-Thursday 2pm-5pm; flexible work schedule available upon approval; up to 15 hours per week/On-Call; occasional evenings, as assigned
Supervision:	No supervisory requirements
Reports To:	SUN Site Manager
Job Location:	Patrick Lynch Elementary, 1546 SE 169 Place, Portland, OR 97233
Created/Revised:	Created 9/14/17

Position Description:

Patrick Lynch Elementary is seeking dedicated, responsible and enthusiastic individuals to work in the Schools Uniting Neighborhoods (SUN) extended-day school program. SUN Extended-day Instructors are expected to support students in a variety of ways. Qualified individuals possess the following characteristics:

- Be passionate about serving youth
- Have the ability to plan and implement youth activities
- Have good communication skills
- Have the ability to work effectively in a team
- Have enthusiasm, sense of humor, patience and self-control
- Have experience working in a diverse environment
- Be able to act with integrity in any situation
- Be able to pass a criminal background check

Essential Functions:

- Plan and implement extended-day activities
- Support positive student behavior
- Supervise unstructured times such as recess and meals
- Communicate regularly with co-workers and supervisor
- Support students with special needs
- Build positive relationships with teachers, parents and community members
- Come to work prepared and on-time
- Complete mandatory trainings prior to the start of the program

Specific Activities

In order to provide the best quality after school programming possible, potential candidates will be able to facilitate one or more of the following activities or complete one of the following duties:

- Soccer and other sports

NAYA Family Center | Position Description: SUN Extended-day Instructor

- Outdoor and Garden Education
- Art and Crafts
- Homework Help
- Math and Science
- Cultural classes
- Supporting students with special needs
- Other activities to support high risk students

Additional Duties:

- Other duties as assigned by SUN Site Manager
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- High school diploma preferred
- College preferred
- Experience with and/or trained in working with elementary school youth
- Experience working with volunteers preferred.

Certifications/Credentials:

- First Aid/CPR certification preferred
- Food Handlers Card

Preferred Skills:

- Ability to interact with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills

Work Environment: 95% office/classroom, 5% outside office including travel time.

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, copy machine, walkie talkie.

Safety Considerations: Some travel may be required.

NAYA Family Center | Position Description: SUN Extended-day Instructor

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at

<http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources Native American Youth and Family Center
5135 NE Columbia Boulevard Portland, OR 97218

Fax: (503) 288-1260

E-mail: hr@nayapdx.org