



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:	Schools Uniting Neighborhoods (SUN) Program After School Staff
Department/Program:	Youth Services
Compensation:	\$12.00 Hourly
Employment Status:	Part-Time, [Non-Exempt] Temporary
Benefits:	There are no benefits associated with this position
Hours:	Typically Monday through Thursday, 2:00pm—5:00pm
Supervision:	No Employee Supervision Requirements
Reports To:	SUN Site Manager
Job Location:	Lynch Wood Elementary and Lynch View Elementary
Created/Revised:	May 24, 2017

Position Description:

Lynch Wood Elementary and Lynch View Elementary are seeking dedicated, responsible and enthusiastic individuals to work in the Schools Uniting Neighborhoods (SUN) after school program. SUN staff are expected to support kids 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 after school activities
- Support positive student behavior
- Supervise unstructured times such as recess and meals
- Communicate regularly with co-workers and supervisor
- Support children 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 Coach
- Environmental Service Learning
- Art and Crafts
- Reading Support
- Math Support
- General Homework Support
- Recreational Activities
- Supporting kids with special needs • Other activities to support kids
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff ○ 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
 - 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
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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: 100% school setting.

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: Phone, computer, copy machine, walkie talkies.

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>.

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