

## **Harbor Interfaith Services, Inc.**

### **After School Teacher/Floater**

**Harbor Interfaith Services (HIS)** is a non-profit organization with revenue of over \$9 million. Our funding is derived from the local, state and federal governments, as well as from individuals, foundations, faith communities, tuition, fees, fundraisers etc. We are a local organization that provides food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **full-time After School Teacher/Floater** to our team. We are recruiting people who are top performers with excellent supervision skills, a keen eye for detail, and a passion for teaching and working with children.

This position will work under the supervision of the Director of Education.

#### **Key responsibilities:**

- Supervising school children ages 4 – 18
- Maintaining an accurate list of all eligible children
- Maintaining updated parent release forms for all children enrolled in the program
- Assisting in the completion of daily homework
- Developing daily curriculum for appropriate school-aged children
- Documenting all incident reports and reporting them to the proper authorities
- Preparing and issuing meals to all children in attendance.
- Completing and giving daily statistical data to the Director of Education
- Overseeing video selection and operating the TV and VCR
- Supervising play, craft activities, and computer usage
- Enrolling new children in the HIS Kids Club program in coordination with the Director of Education
- Cleaning up at the end of each day
- Guaranteeing that all children are signed out at the end of each day and picked up only by the person(s) listed in their file

#### **We would like to speak with you if:**

- You have a Child Development Certificate
- You have excellent communication skills, both verbal and written
- You have a minimum of one year's experience working with children or you have 24 units of Child Development including infants and toddlers

#### **About Harbor Interfaith Services**

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

**Follow us on Twitter <https://twitter.com/harborinterfai1> and Instagram <https://instagram.com/harborinterfaith>**