

**Metropolitan Family Service
CAFE Program**



**Fall 2010 CAFE Activity Leader
North Clackamas Schools**

Children and Family Enrichment Program (CAFE), a program of Metropolitan Family Service, is hiring creative and energetic instructors to teach academic and enrichment classes to students during the Fall 2010 Session. This program focuses on academic enrichment by offering interdisciplinary activities after school.

Under general supervision of the Program Coordinator, CAFE Activity Leaders are responsible for designing, developing, and teaching a CAFE class in the after-school program. Classes, designed by Activity Leaders, focus on extending learning opportunities for students by building on academic skills, recreation, and arts. The goal is to provide students a fun, positive learning experience by offering interactive enrichment activities to strengthen their desire and excitement for learning! Classes may include projects, hands on learning, performances, & themes.

The time commitment for this job is from September 27 – December 3rd, Monday through Thursday 2pm – 5:30pm (with a possibility of continuing on after December 3rd). This position will include programmatic, organizational, and classroom duties. CAFE instructors are part-time, temporary employees of Metropolitan Family Service.

ESSENTIAL RESPONSIBILITIES:

1. Develop and teach an age appropriate, child based, engaging curriculum with ties to academics, recreation and arts during the after school hours.
2. Follow through with proper student behavior management and model positive behavior. Provide a safe and positive classroom environment. Maintain classroom and school rules to ensure students are safe.
3. Work within school policies, agency and school confidentiality, and understand referral system for behaviors.
4. Supervise 12-16 students.
5. Submit lesson plans on a weekly basis and record and turn in student attendance daily.
6. Meet with Program Coordinator to review class content, seek support, or discuss class challenges.
7. Develop positive working relationships with students, families, teachers, school staff, office staff, and custodians.

PREFERRED QUALIFICATIONS:

1. All employees must submit to a Criminal Background Check.
2. Experience teaching and developing curriculum for young students, especially in writing and math areas.
3. Experience working with students from diverse socio-economic backgrounds and/or students with special needs.
4. Bilingual in Spanish or Russian.
5. An independent, organized, self-motivated, creative and resourceful individual.
6. A cooperative manner and the ability to work as part of a team.
7. A commitment to the goals of Metropolitan Family Service.
8. CPR and First Aid certification.

PAY:

\$11-12 per hour DOE

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Candidates from diverse cultures are encouraged to apply. Bi-lingual candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.