



Position: 21st Century Community Learning Center (CCLC) Program Instructor (6 positions)

Reports to: 21st CCLC Program Site Coordinator

Hours: 10-16 hrs/week

Pay: \$21.20/hr

Benefits: paid vacation and sick time, 3% annual contribution to retirement plan

Term: Up to five years with annual renewal contingent on funding.

Application Deadline: Thursday, September 15th, 2022. Please email cover letter and resume as one PDF to Stephanie@lifrc.org (Stephanie Stratil, Youth Learning Programs Director)

The 21st Century Community Learning Center will offer year-round after-school and summer programming serving elementary and middle school age youth and their families. The 21st CCLC programs will be implemented with community partners including: Lopez Island School District, Lopez Island Library, Advocates of Lopez Island Gathering for Neurodiversity (ALIGN), Lopez Island Farm Education (LIFE) Program, Lopez Island PTSA, KWIAHT - Center for Historical Ecology of the Salish Sea, Orcas Island Prevention Coalition, Safe San Juans, other LIFRC Programs (Lopez Food Share, Calm and Connected Program, Youth Mentoring Programs, Equity Institute - La Cima Youth Leadership, Parent-Tots Vroom), San Juan County Community Wellness and Primary Intervention Program, Voices and Visions (BIPOC, LGBTQI+ and disability right leaders), and talented community members.

The purpose of the 21st CCLC program is to 1) provide opportunities for academic enrichment to help students meet state and local academic standards; 2) offer a broad array of high quality, additional services and activities to complement the regular academic program; 3) provide parents and families with opportunities for active and meaningful engagement in their children's education, including literacy and related educational development; and, 4) offer high quality learning opportunities that lead to positive outcomes and meet requirements for program implementation.

Primary Responsibility:

The 21st CCLC program instructor facilitates and leads enriching learning activities for youth in K-5th grade or 6-8th grade and participates in program evaluation and improvement processes.

General Responsibilities:

- Maintain effective communication with the 21st CCLC Coordinator and school personnel at program site.
- Follow the direction of 21st CCLC Coordinator with respect to policies and procedures and adhere to program requirements.
- Lead, participate in and take responsibility for program activities.

- Participate in after-school and summer program planning and design.
- Meet with parents, students, and community members; communicate in a respectful and confidential manner.
- Identify needed supplies and resources and inform 21st CCLC Coordinator.
- Participate in professional development and program-related training activities.
- Ensure that COVID-19 safety protocols are followed (if applicable).
- Perform all other duties as assigned by 21st CCLC Coordinator.

Required Qualifications:

- High school diploma or equivalent
- Ability to communicate effectively with multiple audiences
- Willingness to work positively with and mentor youth
- CPR and First Aid Certifications
- Pass required criminal background checks
- Ability to perform all tasks identified in this job description
- Valid driver's license
- Up-to date Covid-19 vaccination status if applicable as per WA Department of Health guidelines
- Good physical condition with ability to lift 15 pounds

Preferred Competencies:

- Bachelor's degree from an accredited college or university
- Experience working with school-aged children/youth in a school, camp or childcare setting
- Knowledge of afterschool programs, communities and/or positive youth development
- Bilingual (English and Spanish)

Lopez Island Family Resource Center

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Build on this foundation of wellbeing, we also provide educational and community engagement programs, and we advocate for a more just and equitable community.

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Our core values:

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients
- We maintain appropriate professional boundaries.
- We meet people where they are.
- We treat our clients with dignity and respect.
- We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.

- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.