



POSITION DESCRIPTION CLUB LEADER

THE ORGANIZATION: Since 1922, Woodcraft Rangers has been regarded as one of Los Angeles' most pioneering and successful providers of expanded learning experiences. Over 1.1 million youth, and their families, have received support since its inception. In the last year, more than 14,000 young people (ages 6-18) benefited from NVISION After-School Programs. We work with at-risk students at over 65 public elementary, middle and high schools throughout the greater Los Angeles region.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage and lead a group of 10-15 youth throughout a 2-3 hour program, 1-3 times a week, that consist of sign-in and teaching students a variety of skills pertaining to the content area of a specific club.
- Keep daily student attendance and return attendance report weekly.
- Recruit and maintain a group of 10-15 youth.
- Complete and implement 6 week Cycle Plans that note weekly and cycle goals.
- Organize and execute a culminating activity, clinic, or show case approximately every 6 weeks.
- Serve as a positive role model.
- Other duties may be assigned.

QUALIFICATIONS AND EXPERIENCE:

- Ability to pass the basic aptitude test with a score of 65% or greater.
- Must be CPR and First Aid Certified within 90 days of hire.
- TB clearance, FBI and DOJ (background check) required.
- Must have at least a high school diploma
- AA Degree in Child Development or in a related field, or a minimum of one year of experience as a group leader working with children and 6 units in child development, preferred.
- Must be 18 years of age
- AA Degree and/ or experience in the club's area of expertise is preferred.

We have immediate needs for the following expertise:

Environmental Charter High School: School Band, Art, Robotics

Pay: \$15-\$25 hourly (based on club's area of expertise and applicant's qualifications)

All candidates must pass the basic aptitude test with a score of 65% or greater.

We offer the testing every Monday and Wednesday at 11:00am at the location below.
Please bring a copy of your resume to the testing or email resumes to careers@woodcrafrangers.org and to ec_hs@woodcrafrangers.org

Woodcraft Rangers
Main Office
340 E 2nd Street
Suite 200
Los Angeles, CA 90012
213-249-9293 x273

*****Must submit resume containing the position title, Environmental Charter HS name, and your area of EXPERTISE in the subject line of the email in order to be considered for the position. Please note this is a part time job. Days vary from 2 to 3 a week, and hours vary from 2 to 3 a day, depending on daily activities and school's schedule. Must be available to work after school hours, which vary from after 1:00pm to 6:00pm*****