

Educational Success Associate

Part Time

HomeFront Family Campus

The Educational Associate will support the Family Preservation Center's Children's Champions Program and implement several key initiatives with the Educational Success Program which offers lifeline for the school-age people it serves – consistent, high-quality enrichment programming. Many children from families facing homelessness or severe economic hardship don't have access to help with schoolwork and tutoring; classes in music and the other arts; team sports; or horizon-expanding outings. The FPC Children's Program staff and volunteers work hard to make sure they do! The program offers an after-school and evening schedule that works to meet the educational and emotional needs of the children involved. We understand that academic success is vital to the children's futures, so tutoring is provided four nights a week. The associate will work with children of all ages to improve literacy outcomes by supporting a comprehensive afterschool tutoring program.

Essential Job Functions:

- Develop and deliver comprehensive educational programming to reach key objectives as stated above
- Engage school-age children in the Educational Success Program and encourage volunteers and community partners to support programs
- Work collaboratively with HomeFront staff to reach and assist as many children as possible
- Develop low cost materials to aid in the education of clients of all ages
- Find necessary resources for families
- Assist in completing quarterly progress reports

Requirements:

- BA in Education or related field
- Teaching certification a plus
- Intermediate Microsoft Office skills

Job Competencies:

- Empathetic
- Kind
- Patient
- Creative
- Collaborative
- Independent Thinker
- Time Management
- Planning

Physical Demands:

- Employee is required to sit; stand and walk; climb or balance; and stoop, kneel crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Close vision, distance vision, depth perception and ability to adjust focus.
- Exposed to prevalent weather

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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