



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

# OUT OF SCHOOL TIME (OST) PROGRAM FACILITATOR

## ORGANIZATION SUMMARY

EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

## POSITION SUMMARY

The Program Facilitator is responsible for planning and implementing the day-to-day project-based learning and activities of EW's Out of School Time program.

EW's OST programs are licensed through the Department of Human Services (DHS) and follow the staffing requirements set forth by DHS.

The Program Facilitator will work 12 hours per week: 3:30PM-5:30PM Monday-Friday, which includes 2 hours of preparation time a week.

The Program Facilitator reports to the Site Coordinator.

## DUTIES AND RESPONSIBILITIES

- Plan and implement daily program and activities as outlined on the site schedule in accordance with EW rules and DPW regulations
- Actively engage students in academic and personal development programs including homework help, literacy, recreation and healthy living and project-based learning
- Supervise and direct children during on-site and off-site activities and trips
- Coordinate program activities with school staff where appropriate

- Track student progress and coordinate with teachers to ensure continued improvement
- Assist with enrollment and tracking attendance of participants
- Participate in national days of service
- Ensure the safety of children at all times
- Attend all EW training sessions
- Attend training sessions identified by site
- Other duties as assigned

## EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college in early childhood education, child development, special education, family studies, elementary education or human services; OR
- Bachelor's degree including 30 credit hours in early childhood education, child development, special education, family studies, elementary education or human services field and 1 year experience working with youth; prior AmeriCorps experience working with youth may be counted; OR
- Associate's degree in early childhood education, child development, special education, family studies, elementary education or human services field and 2 years of experience working with youth; prior AmeriCorps experience with youth may be counted; OR
- Associate's degree in another field including 30 credit hours in early childhood education, child development, special education, family studies, elementary education or human services field and 3 years experience working with youth; prior AmeriCorps experience with youth may be counted
- Experience working with and instructing youth in an urban education setting
- Strong program coordination and organization skills, including flexibility, professionalism, and creativity
- Ability to be physically active with children
- Ability to accommodate a flexible schedule and participate as part of a team
- Strong writing, organizational and interpersonal skills

## PHYSICAL REQUIREMENTS

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver's license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector.
- Must be able to lift up to 20 lbs

## APPLICATION INSTRUCTIONS

Email resume and cover letter to [applications@educationworks.org](mailto:applications@educationworks.org)