

PARKER STREET MINISTRIES JOB OPPORTUNITY ACADEMIC ENRICHMENT PROGRAM CLASSROOM LEADER

Mission Statement: Parker Street Ministries is a 501c3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland's Parker Street neighborhood.

We passionately believe the Christian community development work of Parker Street Ministries is vital to our neighborhood *and* to the future of Lakeland. Without our efforts *and* collaborations with other organizations, the crime characteristic of at-risk neighborhoods proliferates, significant achievement and learning gaps widen, substandard housing continues, and the effect of isolation, with its corresponding hopelessness, is unaddressed.

PSM's Long-Range Goals:

- **Lifetime Learning** - After-school Academic Enrichment, Summer Bridge Camp, Young Adult Program. Advocacy with and for parents and school system.
- **Desirable Neighborhood** - Home renovations, minor repairs, and neighborhood workdays. Advocacy with City through Lakeland Police Department, Community Development and Code Enforcement.
- **Financial Fitness** - Family Financial Fitness Workshops, Young Adult Financial Fitness Bootcamps, Summer Future Workforce Program, and after-school enrichments. MoneySmart & Powered for Life curriculum.
- **Healthy Community** - Fitness enrichments, Meet Up at the Market, quarterly community gatherings, mentoring relationships, and annual Neighborhood Christmas Store.

Find out more about PSM at www.psmakeland.org / www.facebook.com/parkerstreetministries

Academic Enrichment Program Classroom Leader Job Description Parker Street Ministries, Inc. (PSM)

POSITION TITLE: Academic Enrichment Program Classroom Leader

REPORTS TO: Director of Education

Purpose of Position:

The purpose of the position of Classroom Leader is to provide learning opportunities for AEP students in a structured way by managing individual classrooms of students.

Time Required: Part-time, hourly position. Beginning rate is \$10 per hour with annual step-ups for those who work two out of three semesters per year.

Job Responsibilities:

1. Management and supervision of the classroom of up to 12 children
2. Facilitate provided curriculum based on the child's needs
3. Provide a Christian example to the students
4. Assist students with homework or academic enrichment
5. Support and manage volunteers in the classroom
6. Collaborate with the Director of Education regarding discipline of the students
7. Effective and regular communication with the Director of Education including attendance at a weekly staff meeting and weekly written updates
8. Assist with student pick-up and delivery home by walking or assisting van drivers
9. Various other designated responsibilities that pertain to the particular age group of class
10. Responsible for daily upkeep of program area

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Job Requirements:

1. Age
 - Over 18
2. Level of Education
 - One year of college or more
3. Work Experience
 - Minimum of two years of experience working with children
4. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationships
 - An ability to communicate expectations to students and volunteers
 - An ability to cooperate with fellow employees
 - Flexibility to adapt to new situations
 - Compassion toward student needs
 - Organization and time management skills
 - Understand position's support of the mission as communicated the Director of Education and be able to articulate how the Gospel is active in this particular position
 - Ability to hold in confidence information gained in the performance of duties and overheard in the office environment

Working Conditions:

1. The After-school Program Classroom Leader hours are either 3pm-6:15pm or 4-6:15pm each school day during the school year and on Mondays until 7pm for a weekly staff meeting. The Summer Bridge Camp Classroom Leader hours are 8:15am-3:30pm Mon-Fri 8 weeks of the summer, and on Mondays until 4pm for a weekly staff meeting.
2. Weekend and before/after hour duties may be required during high service times.

Performance Criteria:

The Director of Education, based on this job description, will complete both formal and informal reviews and observations of the Classroom Leader.

Vacation/Benefits:

Health Insurance for full-time employees alone is provided and paid for by Parker Street Ministries.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.