



E P I C E N T E R

Youth Programming Teacher

Aberdeen & Edgewood, Maryland

The MISSION of The EPICENTER is to Empower people, Strengthen Families and Build a sense of Community and Trust in Edgewood & Aberdeen.

Purpose of the Position: This position will provide supervision and care for the needs of children attending the EPICENTER's children's programs including but not limited to our Zone Program (Before & After School) and Camp EPIC. This position will work closely with and under the supervision of the EPICENTER Site Director, in collaboration with the Director of Children's Programming and is ultimately responsible to the EPICENTER Board of Directors.

Personal Abilities and Competencies

- **Leadership Skills:** Able to establish a positive learning environment, demonstrates strong interpersonal skills, encourage teamwork, model and inspire a lifelong learner mindset
- **Committed to Excellence:** We do all things with excellence. If we fail to strive for excellence, we often compromise the effectiveness of our mission, so we give our best in all things and hold ourselves to high standards.
- **Organization:** Skilled in prioritizing tasks, efficiently managing time and resources with great attention to detail.
- **Computer Literacy:** Proficient in using Microsoft Office Suite, particularly Microsoft Word, Outlook and Excel and Google Suite.
- **Communication:** Skilled in written and verbal communication when teaching children, collaborating on tasks with staff, communicating with parents and preparing reports for their supervisors
- **Heart for the Community:** This person needs to present a positive attitude, care for the welfare of others and value diversity

Job Qualifications

Must meet the COMAR requirements to qualify as a Child Care Teacher in a school age center:

- 19 years or older
- Hold a High school diploma or high school equivalence or have successfully completed courses for credit from an accredited college or university
- Completed 3 clock hours of approved training in Americans with Disabilities Act compliance
- Within 90 days complete approved Basic Health and Safety training

Must meet one of the following:

- 6 semester hours or 90 clock hours or their equivalent of approved preservice training
- 9 clock hours of approved training in communicating with staff, parents and the public or at least one academic college course for credit **and**
 - 400 hours of experience working with school-age children in an approved setting, licensed child care center, public or private school, or registered family care provider
 - 1 year of college or a combination of experience and college together that are equivalent to one year **or**
- Hold a bachelor's degree in early childhood education, elementary education, special education, or child development
- Any academic subject and has 1800 hours of experience working with school aged children in an approved setting
- Has qualified as a child care teacher in a school aged center before July 1, 2008 and has been continuously employed in a school aged center
- Is certified to teach by the department of education of any other state to teach K-8th grade

Primary Responsibilities

- Establish and maintain a safe and nurturing environment focusing on the children's emotional, physical, and cognitive well being
- Supervise children enrolled in the program
- Interact with children in an effort to build self-esteem and form a comfort level with their peers; answer student questions, provide proper examples, emotional support, a friendly attitude, and general guidance.
- Collaborate in the planning and implementation of a daily program which will meet the needs of the children in attendance; set up programs, projects, and activity areas as needed.
- Maintain program standards of student behavior needed to achieve effective participation in activities; assist in resolving student disputes; refer serious discipline problems to program supervisors.
- Maintain a clean and organized environment for students
- Monitor individuals or small groups of students assigned to the program; assure student understanding of program rules and procedures; maintain appropriate order and student conduct.
- Follow the disciplinary structure of the program, make administration aware of any discipline issues or concerns.
- Actively engage with students throughout all program activities
- Check to make sure that homework is done and help student's keep track of their belongings.
- Immediately report any injuries or illnesses to the director.
- Support Director of Children's Programming and/or Site Director in special projects/other areas as assigned.

Hours/Salary:

- **\$18 - \$20 Hour/Part Time (up to 30 Hours per week)**
- **School Year Hours:**
 - **Monday - Friday**
 - **6:30 am - 8:30 am & 3:30 pm - 5:30/6:00 pm**
- **Select Holidays:** The EPICENTER will remain closed and employees are paid the daily average hours actually worked during the two most recent pay periods.