

History Colorado Job Announcement

Position: After School Program Facilitator

Application deadline: July 24, 2019

Start Date: Mid August 2019

End Date: May 2020 (end of school year)

Compensation: \$20/hour

Hours: Monday - Friday, 15-30 hours a week, based at Denver school location. Evenings and weekends may be required.

*This is a temporary position, no benefits.



Description:

This position will provide a leadership-based, civics after school program for Denver Public School middle school students. As the After School Facilitator, you will lead programs, based on the *What's Your Story?* Exhibit opening Fall 2019, to further and deepen student understanding around their own lived experiences, history, and the world. You will cultivate a safe space that will help to inspire and foster active, informed civic leaders who will better the future of Colorado. This program will give students the opportunity to engage with their peers outside of the classroom setting and develop new connections. In this position the facilitator will also be responsible for recruiting students, developing relationships with school partners and families, and managing program logistics (i.e. data collection, evaluation, and inventory of program materials).

Duties:

- Participate in training prior to facilitating afterschool program.
- Collaborate with other staff members to plan afterschool program lessons using the *What's Your Story* framework.
- Facilitate the after school enrichment program and supervise youth daily (typically 3:00-6:00 p.m.).
- Create a space of belonging so that students from varied social, cultural, ethnic and economic backgrounds are represented and have a voice in the activity.
- Ensure program is meeting standards, that all materials are prepared for each day's program and safety regulations are being followed.
- Recruit and register students for the program.
- Build and cultivate a relationship with the school community.
- Provide any news or important information to the students' parents or guardians.
- Oversee healthy snack distribution.
- Record student data and daily attendance.
- Assist with the evaluation of program; organize all documentation regarding programming.
- Communicate effectively to express concerns and needs with Classroom Programs Manager regularly.
- Be an ambassador for History Colorado outside the museum walls, and serve as a positive role model for students.

Please apply if you possess any of the following.

Character/Qualities:

- Curious and passionate about youth development.
- Organized and proactive, with the ability to work independently and manage multiple projects.
- Creative, especially when problem solving, and flexible.
- Open minded and collaborative.
- Kind and empathetic.
- Effectively interact with people of diverse backgrounds and different levels of experience.
- Motivated to contribute positively to History Colorado and the Denver community at-large.

Qualifications:

- Must be 18 years old or older, and have a GED or High School Diploma.
- Experience working with middle school aged youth, or in an after school setting.
- Spanish speaking highly desirable, not required.
- Computer skills: proficient in Microsoft Office (Word, Excel, etc.), Google Drive, and Adobe (or are a quick tech learner).
- Current Adult & Child Community First Aid and CPR certification or ability to obtain within 60 days of employment is a plus.
- A condition of employment is the successful completion of a background check.

To Apply, please email hello@historycolorado.org no later than July 24th

Label Subject Line: After School Facilitator Application_ Last Name

Include:

- A letter of interest that showcases your interest in afterschool programming, any related experience or skills, and why you believe afterschool programming is important.
- Resume
- Response to one of the following supplementary questions

Supplementary Questions (choose one to response to):

What does student centered programming look like?

Please share an idea you would facilitate related to leadership, civic engagement, and/or change making (a lesson, activity, discussion etc.) that could benefit middle school aged students in an afterschool program setting.

What does it mean to be a leader of impact?