Position Title: Program Instructor
Program Name: STEM Magnet Academy (1522 W. Fillmore St, Chicago, IL 60607)

About Our Organization:
At Youth Guidance, we believe that no matter what challenges a young person faces, they are more likely to succeed when they have caring adults in their lives. Our highly-trained staff guides kids to overcome the life and academic challenges facing Chicago’s youth. We meet kids where they are — physically and emotionally — to help them focus on their education, make positive choices, and remain on the right path toward life success.

Founded in 1924, today Youth Guidance is a leading provider of outcomes-driven programs serving more than 8,500 youth while touching the lives of more than 14,000 youth, parents, teachers, and community members.

Position Summary:
The Program Instructor is responsible for facilitating programming and providing direct supervision for after-school students enrolled in the Extended Day Program. The Program Instructor will also assist the Community Resource Coordinator in promoting, planning, implementing, and evaluating programs.

Essential Duties/Responsibilities:

- Provide direct supervision for students enrolled in Extended Day and promote the values of STEM Magnet Academy and Youth Guidance.
- Maintain behavioral expectations for students in keeping with established methods and procedures by Youth Guidance and the School.
- Create and implement lesson plans for students in a variety of age groups and a variety of topics, including but not limited to photography, singing, music, painting, fashion etc.
- Collaborate in the development and facilitation of after-school programs as implemented by the Community Resource Coordinator.
- Assist in the distribution of program information and publications used to promote the Extended Day and various enrichment programs as offered.
- Escort students to and from programs, following the established after-school schedule.
- Assist students of varying ability with homework and projects.
- Provide support to the regular school day administration and staff.
- Provide support to parents by communicating information regularly and timely.
- Provide conflict resolution with children, parents, families, and staff.
- Participate in program trainings and staff development.
- Participate in Team and Parent Meetings.
- Perform other duties as assigned.
Minimum Qualifications

Education/Experience/Training

- High school diploma required; Associate’s degree or current enrollment in an accredited college or university preferred.
- Must have experience working in an urban school setting.
- Strong knowledge of at-risk student population and demonstrated experience using successful intervention strategies with these students.
- Experience working with children in a school, non-profit, social service, or community-based organization (children ages 5 – 14 preferred)
- Ability to understand and interpret the policies, procedures, and general organizational structure of VPS.

Skills/Abilities

- Excellent verbal communication skills.
- Demonstrated capacity for acceptable and appropriate behavior management.
- Must be respectful, communicative, and responsive.
- Must be reliable, accountable, and available to work afternoon or morning schedule.
- Must be committed to the continuous improvement of service quality and the organization’s mission.
- Must be a self-starter committed to their own continued personal development and professional growth.

Hours: Monday through Friday, 2:30 p.m. - 6 p.m., plus additional hours as needed.

Reporting Relationship: Reports to Resource Coordinator on site.

Classification: This is a part-time exempt position

Contact: Recruiting Manager
Youth Guidance
1 N. LaSalle, Suite 900
Chicago, IL 60603
Email: recruiting@youth-guidance.org

Youth Guidance is an equal opportunity employer and proudly values diversity. Youth Guidance does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law and is committed to creating a dynamic work environment that values diversity along all of these lines. People of all backgrounds are encouraged to apply.