

**Cougar Club Teacher/Program Developer**

**Title: Cougar Club Teacher/Program Developer**

**Department: Cougar Club**

**Reports to: Cougar Club Director  
Employment type: Part-time**

**Rate: $15 hourly - 20 hours/week**

**Mission**

Yamhill Carlton Together Cares’ mission is to strengthen our community citizenship by coordinating and delivering services to all youth and families in our rural area of Yamhill and Carlton.

**Background**

Yamhill Carlton Together Cares (YCTC) is a non-profit 501(c)(3) organization founded in 1998 as a grassroots based approach to serving critical needs in the greater Carlton and Yamhill areas. The majority of our time, energy, and funds are focused on providing youth with useful and enriching programming, safe and healthy activities to participate in, and good role models to follow.

**Overview**

Marketing Manager will be responsible for managing the day-to-day marketing activities of the organization as well as planning and implementing short and long term marketing strategies.

**Responsibilities**

**Program Implementation**

* Plan, supervise, and implement enrichment opportunities for the Cougar Club classroom in accordance with the policies and philosophy of Yamhill Carlton Together Cares, Common Core Standards, and National Afterschool Association standards.
* Treat children with dignity and respect, and meet the needs of individual children with awareness of their interests, special talents and needs, cultural background, and individual learning styles.
* Assist with providing maximum opportunities daily that are conducive to learning.
* Teach skills and activities that transfer into continuous learning outside of the afterschool program.
* Motivate children to be physically active by implementing a variety of recreational activities.
* Organize after school experiences to include activities that promote student interaction, address real world applications, and encourage curiosity and engagement.
* Obtain all teaching materials and curriculum needed to successfully lead enrichment activities.
* Participate in dismissal procedures at the end of care, ensuring that each child leaves with an authorized adult.
* Assist with the ordered arrangement, appearance, and learning environment of the Cougar Club program.
* Perform other duties as assigned to meet the needs of the program.

**Program Development**

* Research and implement best practices as defined by the after school community at large
* Organize high school and community volunteers to participate in after school enrichment activities
* Research and implement solutions for streamlining billing, attendance tracking, and parent communication
* Use community outreach and print/digital marketing strategies to increase Cougar Club enrollment and participation
* Continue to innovate and monitor programming to ensure that Cougar Club offers the most enriching and valuable after school programming possible.
* Develop a fundraising arm that will ensure all community need for after school programming can be met regardless of a family's socioeconomic situation and that Cougar Club remains financially stable
* Collaborate with Oregon Department of Education to ensure that all community need can be met in regards to physical space and certified Cougar Club providers

**Communication**

* Communicate clearly and appropriately with children, parents, staff and others.
* Liaison between parents, students, and school.
* Maintain confidentiality.

**Professionalism and Customer Service**

* Demonstrate through daily actions and work habits the desire to provide outstanding childcare service and work to provide competitive value.
* Maintain a professional attitude and represent Yamhill Carlton Together Cares in a positive/professional manner.

**Professional Development**

* Participate in staff meetings, recommended training programs, classes, conferences, and other aspects of professional growth.
* Complete training hours as required by Cougar Club and by the state, including after hours sessions.
* Maintain current knowledge of best practices for after school practices and stay up to date on Common Core and National Afterschool Association standards.

**Requirements**

* A passion for working with children and unlocking their potential
* Ability to communicate effectively (oral and written) with students, parents, supervisors, and other employees.
* Demonstrate reliability, promptness, and excellent work ethic
* Ability to work as a team, actively participate and collaborate with other team members.
* Ability to maintain composure, remain objective, demonstrate sound judgment and react effectively in challenging situations.
* Flexible and adaptable to student, program, and organizational changes.
* Exhibits a positive, solution oriented and motivating demeanor at all times.
* Prior experience working with individuals with Developmental Disabilities preferred
* High School Diploma or GED required/Bachelor’s Degree preferred
* Must be able to stay calm and be able to redirect kids
* Must be able to pass a background check and fingerprinting
* Pass recognizing and reporting child abuse and neglect class
* Obtain First aid CPR card