

VACANT POSITION

**Date of Posting: August 6, 2018**

**Title: College Worker – 21st Century Program**

3:15p.m. – 6:00; Monday – Friday (School Days Only)

Summer Days/Hours (TBD)

**General Information:** The Midfield City Board of Education is an Equal Opportunity Employer. “No

person shall be denied employment or be excluded from participation in any

program or activity on the basis of disability, sex, race, religion, natural origin,

color or age.”

Reports to: 21st Century Site Manager

Supervise: Assigned Students

Duties:

1. At least one year’s experience working with youth.
2. Emotional maturity, good moral character, and integrity.
3. Enjoyment of the out-of-doors
4. Genuine interest in character development of youth.
5. Provide leadership and guidance of a group of young students
6. Cooperation with the entire staff in working together for the welfare of our students.
7. Maintain a positive working relationship with other staff.
8. Auditory and visual ability to respond to critical incident.
9. Ability to perform routine first aid tasks.
10. Abilities to observe student behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
11. Assist with planning and coordination of each weekly schedule.
12. Interpret health and safety regulations to the group.
13. Prepare student progress reports and award certificates.
14. Offer guidance in-group and camp-wide activities.
15. Keep supplies and equipment in good shape, including putting them away when finished with a project.
16. Set a positive example in exercise, food selection, personal habits and attitudes.
17. At all times be aware that you are a “model” to all students and to other staff. No drinking, smoking or drugs at any time.
18. Participate in all training activities that are provided by the camp that aids in your personal growth and skill development (including pre-camp orientation.)
19. Performs other duties deemed necessary by the Site Manager during the hours of operation.

Qualifications:

1. Must be an enrolled student in an accredited institution.
2. Must possess the following characteristics: motivational, fun, helpful, reliable, flexible, positive attitude, interested in working with at risk students, able to make a smooth transition from regular school day, encouraging but not demanding, easily adapts to new situations and able to handle student conflicts.
3. Other essential duties include: reading, writing, hearing and speaking effectively, analyzing data, occasional lifting/moving items weighing up to 25 pounds.

Salary Range: Salary is based on board approve salary schedule based on rank, certification and experience.

Procedure for Applying: Applicants must submit their applications through the Teach in Alabama

Website at [www.alsde.edu](http://www.alsde.edu).

Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation (HB 402 Act99-361 Alabama Legislature).

**Job will be posted for fourteen (14) days or until position is filled.**