



## **Family Connections Program Teacher Job Description**

### **Overview**

Friends of the Poor (FOTP) seeks a Family Connections Program Teacher to aid in the agency's mission to ease the burdens of living in poverty and enhance the quality of life for all. The part-time position is one of three staff implementing the Family Connections after-school program and summer camp. This position establishes and builds relationships with families and children based on mutual respect and trust to facilitate children's optimum development and success in school and in life. This is a part-time position, with 12 hours expected per week.

### **Responsibilities**

- Available to work January 3 through May 30.
- Prepare written curricular plans based on standards which integrate science, technology, engineering, and math concepts.
- Prepare monthly reports which illustrate progress, defines successes and targets areas of improvement.
- Assist Curriculum Director and Program Manager in administrative duties by recommending purchases of materials and equipment, and in recruiting and enrolling students.
- Works constructively with the Program Manager to solve problems that arise.
- Participation in activities not included in the daily schedule, but that are imperative to the success and growth of the program, such as open houses and special events.
- Bus monitoring responsibilities
- Develop partnerships with families to access needs and strengths.
- Assist families with goal setting.
- Complete family assessments.
- Create opportunities for families and children to work together on school initiatives.
- Facilitate family interactions with schools and on-going participation in school/community events.
- Conduct programming at various locations in the community.

### **Qualifications**

- Bachelor's Degree in Early Childhood or Elementary Education.
- Experience in developing and/or leading workshops.
- Background check clearances including Act 34 and Act 151.
- Ability to work well in a fast-paced and team-based environment.
- Ability to respectfully and kindly interact with people of all ages and cultural backgrounds.
- Ability to pass all background checks and maintain PA driver's license with clean driving record.
- This position is mainly sedentary but will occasionally require standing and lifting of up to 25 pounds.

**To apply, please send a resume and three professional references to [snyderk@fotp-ihm.org](mailto:snyderk@fotp-ihm.org).**