**Position Title**

Rilke Clubs Instructor

Position Description

This individual will lead program activities with elementary and middle school–age youth for Rilke Clubs hosted at Rilke Schule German Charter School of Arts & Sciences. Rilke Clubs is a set of extracurricular activities offered before and after school throughout the school year by Rilke Schule Inc. (RSI). RSI is a non-profit organization with the sole purpose of supporting Rilke Schule. The Instructor is supervised by the Onsite Supervisor and takes additional direction from the Manager. The position is part-time (20 hours a week or less) and part-year (9 months), following the Anchorage School District Calendar.

Responsibilities

1. Works collaboratively with the Rilke Clubs team to support young people’s opportunities for positive growth and development
2. Follows the direction of the Site Supervisor and Manager with regard to policies and procedures
3. Leads, participates in, and is responsible for program activities at the assigned time and space
4. Creates a quality program environment and implements age-appropriate activities or projects
5. Serves as a member of the program team
6. Provides feedback on club planning and design
7. Participates fully (i.e., facilitates, provides individual attention) in all activities required
8. Identifies needed supplies and resources and informs the Manager of those needs in advance
9. Assists the Onsite Supervisor to ensure the integration and coordination of multiple program activities
10. Maintains effective communication with the Onsite Supervisor and Manager
11. Meets with families, youth, and community members; addresses concerns in a respectful, sensitive manner
12. Respects cultural diversity and creates an inclusive, welcoming, and respectful environment
13. Ensures the safety and wellness of youth by upholding policies through the Clubs’ procedures
14. Participates in professional development and program-related trainings as assigned
15. Other responsibilities as assigned

Required Qualifications , Competencies, and Skills

1. Holds a high school diploma
2. Must pass a criminal background check
3. Has prior experience in activities development and implementation
4. Has prior experience working with youth
5. Has a desire to work collaboratively with youth
6. Able to multitask
7. Able to resolve challenging situations productively and without personalization
8. Able to manage time and classroom group
9. Pays attention to detail
10. Able to work well under stress
11. Shows commitment to delivering the proposed activity for an entire semester or school year
12. Has a valid driver’s license and personal vehicle insurance or access to reliable transportation

Preferred Qualifications, Competencies, and Skills

1. Holds a bachelor’s degree in education, recreation, or a related field
2. Understands program assessment techniques and tools
3. Has prior experience in an educational or recreational setting, in a school- or community-based organization
4. Is committed to high quality learning opportunities for children outside of school hours
5. Has strong knowledge of one or more content areas (e.g., STEM, arts, health, German and wellness)
6. Has knowledge of the charter school community

Salary

Hourly rate is commensurate with experience. Please inquire for details.

How to Apply

Please submit your letter of intent, résumé, and any additional materials to the RSI Board at [RSI@rilkeschuleinc.org](mailto:RSI@rilkeschuleinc.org).

RSI provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. RSI uses only job-related criteria in making decisions concerning applicants and employees.