

Rilke Schule Inc.
1846 E. 64th Ave.
Anchorage, Ak 99507
(409)333-2582



Club Instructor

Position Description

This individual is responsible for supervising the daily activities of 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 Club Instructor reports directly to the On-Site Manager. The position is part-time (5 hours a week or less) and part-year (9 months), following the Anchorage School District Calendar.

Responsibilities

1. Supervise students in classroom and help with homework as requested.
2. Communicate with Onsite manager regarding behavior issues.
6. Sanitize club room at end of session and ensure teacher's room is ready for the next school day.
7. Follow policies, procedures , and guidelines.

Required Qualifications , Competencies, and Skills

1. Must be 18 years or older and able to pass a criminal background check
2. Available to work during Rilke Clubs' hours of operation (3:15-4:30pm)
3. Experience working with youth
4. Able to multitask
5. Resolve challenging situations productively and without personalization
6. Pays attention to detail
7. Quick problem-solving skills
8. Has a valid driver's license and personal vehicle insurance or access to reliable transportation

Preferred Qualifications, Competencies, and Skills

1. Has prior experience in an educational or recreational setting, in a school- or community-based organization
2. Has teaching or tutoring experience

Salary

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