



Tree House Learning Center

After School Program Director/Lead Teacher

Position Description

Job Title: Program Director, After School Program

Reports to: General Manager

Employment: Part-time, up to 25 hours per week.
Approximately 11 months: August through Early June, following school program calendar.

Position: The program director/lead teacher is responsible for the planning and implementation of program activities, with support from the General Manager. They are responsible for the health, safety, and security of participants.

Essential Functions:

- Exhibit knowledge of, and ability to work with children.
- Demonstrate maturity of judgment.
- Be enthusiastic, dependable, and consistent.
- Model flexibility, creativity, and self-motivation.
- Display strong classroom management skills.
- Detail-oriented with strong planning abilities.
- Value and respect ethnic, religious, cultural, and socio-economic diversity.
- Be sensitive to the needs of children and their families.
- Reflect a positive image and promote our programs.
- Communicate clearly, both verbally and in writing.

Duties and Responsibilities:

- Supervise and ensure safety and well-being of the children at all times.
- Provide leadership and supervision to assigned children and staff.
- Create lesson plans within a citizenship and community service curriculum.
- Implement program activities, set-up, and clean-up.
- Facilitate snack, homework help, and monitor gym time.
- Accountable for issued supplies and materials.
- Attend program meetings and meetings with general manager.
- Complete necessary admin/management tasks in a timely fashion.
- Communicate regularly with parents & HAC staff.
- Coordinate teacher schedules.

Qualifications:

- Prefer a college diploma in education or related field.
- Must hold and maintain current CPR and First Aid certifications.
- Must be able to lift and carry 40 pounds.
- Must have a minimum of 1-year experience working with children/youth, as shown by a positive reference from former supervisor.
- Must have reliable transportation.
- Salary based on experience.

Please submit cover letter, current resume and a one-week lesson plan outline using the theme “Exemplary Citizenship”. Include objectives, procedures, materials and summary to coachlaura@hacmt.com or drop off in person.

It is the policy of the Helena Athletic Club and Tree House Learning Center to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. Rev 3/2022