



Greater Peninsula
C.A.R.E.S.
Foundation, Inc.

Employment Opportunity

AFTER SCHOOL PROGRAM - LEARNING ENRICHMENT FACILITATOR

POSITION INFORMATION

Location:	Five School Sites
Employment Period	10 months
Employment Status	Part-time
Start Date:	2025/2026 school year
Salary:	\$40,000

BASIC FUNCTION:

Under the direct supervision of the Greater Peninsula C.A.R.E.S. Tutoring Program Administrator, implement enrichment programs and activities for students enrolled in after school programs across five sites.

DUTIES AND RESPONSIBILITIES:

- Create and lead enrichment activities that support academic learning, foster social-emotional development and address student interests and talents.
- Establish clear objectives for all lessons, units and activities.
- Select and order resources and materials for activities and projects.
- Prepare materials and classroom setting for enrichment activities and projects.
- Establish and maintain positive relationships and interactions with staff, students and parents.
- Effectively communicate with staff, students, parents and other stakeholders orally and in writing.

- Promote a culture of inclusivity and collaboration, grounded in integrity, responsibility, innovation, excellence and professionalism.
- Evaluate and report effectiveness and educational impact of program and activities across stakeholder groups.

JOB REQUIREMENTS:

- Bachelor's Degree in Education, or related field preferred.
- Specialized training in providing outreach, or previous experience working with students in educational settings..
- Ability to build rapport and communicate effectively with staff, families, students, and community partners.
- Willingness to work flexible hours, including evenings and occasional Saturdays, to accommodate student schedules and program events.

TO APPLY:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to execdirector@gpcares.org.

Greater Peninsula C.A.R.E.S. Foundation, Inc. Tutoring Program is an Equal Opportunity Employer. The program is committed to ensuring a diverse and inclusive environment for all staff and students is established.

