

# After School Program Educator

*The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values - they drive everything we do.*

## About Ithaca Children's Garden

The mission of Ithaca Children's Garden (ICG) is to connect children to nature to create a more beautiful, resilient, and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world. Ithaca Children's Garden is committed to providing inclusive programming where all children feel welcomed and a sense of belonging.

## Position Summary

An After School Educator provides on the ground program support for After School @ ICG and School Break Camps, and general support and/or leadership to all ICG programs, including summer camp. This position is directly supervised by the Education Director with oversight by the program lead, and works closely with the full education team.

The After School Educator position is 25-30 hrs/week, year round, permanent position. There is a possibility of increased hours in the summer. This position reports to the Education Director with oversight from the Executive Director. The successful candidate will support the quality, impact, and growth of ICG's youth programs and champion ICG's mission and vision. The hopeful starting date will be December 2nd, but there is flexibility.

Compensation for this position starts at \$18.45 based on 25-30 hours per week. Benefits include paid time off and other limited benefits. Candidates with diverse backgrounds and identities are strongly encouraged to apply. This position starts as soon as possible and interviews will be scheduled on a rolling basis.

## Job Functions & Responsibilities

- Supports After School @ ICG: prepare site and materials, lead garden activities and lessons, supervise participants, clean site and materials, maintain attendance and health records

- Provides leadership, education, and supervision of school-age children during Summer Camp, School Break Camps and other programs as directed
- Liaises with families: assists with check in/out, addresses parent questions and concerns, and shares program highlights, and communicate participant health concerns and support needs as appropriate for each ICG program
- Upholds a welcoming and respectful atmosphere that ensures physical and emotional safety, and provides a healthy and positive experience for youth
- Leads activities and explorations for children ages 3-13 with an understanding of developmental needs while championing and supporting child-led outdoor play and nature-based discovery
- Ensures policies and procedures are followed; actively participates in improving policies and procedures
- Assists with support and coaching of summer staff and volunteers
- Participates in regular staff meetings and education team meetings
- Participates in ICG's community events as directed by the event leader
- Performs other duties as assigned consistent with the position and mission of ICG

### **Expectations and Skills**

- Check-in daily with Afterschool @ ICG staff to ensure proper planning and implementation of high quality afterschool programming
- Meet regularly (no less than bi-weekly) with direct supervisor
- Conduct weekly cleaning and organization of educational materials on-site
- Participate in daily set-up and clean up of Afterschool program
- Demonstrate passion for ICG's culture and mission, supporting opportunities for all children to connect with nature.
- Empathize with children, parents, and colleagues
- Plan, organize, and deliver non-formal, nature-based education programs - manage and communicate with education team about materials and site needs
- Manage conflict situations and group dynamics with staff, volunteers, and participants
- Uphold supervision standards and policies, ensuring no adult staff are left alone with child participants
- Communicate clearly with staff, volunteers, and participants in a timely, professional, and positive manner
- Work both independently and collaboratively with a diverse group of staff members and partners
- Participate fully in required professional development opportunities

- Demonstrate commitment to anti-racism, and to supporting ICG in its goal to be an inclusive, multicultural, and anti-racist organization, authentically welcoming to all.

### Requirements

- At least 18 years old
  - Ability to pass Health Department required background checks
  - Ability to work outdoors in all seasons and weather conditions
  - Ability to perform with consistent, reliable attendance during scheduled hours
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## To Apply

**Applications will be reviewed on a rolling basis** or until the position is filled. Please email your resume and cover letter to [kelsey@ithacachildrengarden.org](mailto:kelsey@ithacachildrengarden.org) with “After School Program Educator” in the subject line. Cover letters can be addressed to Kelsey Brewster.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position, and interest in working with Ithaca Children’s Garden, and be prepared to discuss your commitment to anti-racism.

If you require any assistance or special accommodations to successfully submit your application, please contact us as soon as possible so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

## What to expect once you apply\*

Our team is ICG’s greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. We know interviews can be awkward, artificial interactions that don’t always help candidates shine; we also know that the skills for a successful interview are not necessarily congruent with the skills needed to shine in the job. So, we share with you here what to expect so all applicants have an opportunity to prepare themselves for the most successful interview possible. We hope having this outline will help put you at ease through the selection process.

[Application & Interview process](#)

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*We appreciate when candidates become familiar with ICG's mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrengarden.org/about-icg/#meet-icg>.*