

Greater Gallatin
United Way



kidsLINK Afterschool Program

kidsLINK Afterschool Program Roaming Support Staff Position

The kidsLINK Afterschool Program Roaming Staff travel between and serve in various Belgrade, Bozeman and Gallatin County program sites to support the operation of our afterschool programs or substitute for absent staff. With oversight from Greater Gallatin United Way kidsLINK Afterschool Program staff, the school principal, and lead kidsLINK site staff, in this role, you will provide for children's basic needs, provide an enriching learning environment, help implement program activities and create a safe, compassionate "home-away-from home" during out-of-school hours for youth.

Posted: October 12, 2021

Close Date: Open until filled (3 or more positions are available)

Position Start Date: Positions are open and available immediately

Diversity, Equity & Inclusion: Diversity and inclusion are at the heart of what it means to **LIVE UNITED**. Persons of Color, LGBTQI, and/or Veterans are encouraged to apply. Please read our full commitment statement for diversity and inclusion at GGUW and best practices [here](#).

Position Type: Part-time, hourly position at 12-15 hours/week.

Expected Hours of Work: Monday through Friday, 3:00 p.m. to 5:45 p.m. This position may on occasion require additional hours for travel to sites, for professional development training, and for preparing program activities.

Hiring Range: \$15.00 - \$22.00 per hour depending on youth development experience, ability to serve in leadership roles at kidsLINK program sites, and availability to work daily Monday through Friday.

Benefits Include: Paid for travel time to sites outside of Belgrade and Bozeman. Reimbursed for mileage. No paid benefits are included in this part-time position.

Job Location: Belgrade or Bozeman, MT

Reports to: GGUW kidsLINK Program Director with additional supervision from school principal and kidsLINK Program Coordinators.

Job Description & Application: [Go to our website for more details.](#)

To Apply: For more information and to apply, contact the GGUW kidsLINK Program Director: Karen DeCotis, karen@greatergallatinunitedway.org; 406-587-2194 or 406-206-5271.

General Summary

kidsLINK Afterschool Program Roaming Support Staff support the kidsLINK Program mission of Greater Gallatin United Way (GGUW) to ensure no child has to be home alone afterschool by providing safe, compassionate, caring relationships and environments for students. kidsLINK Roaming Support Staff positions are hourly and part-time at 12-15 hours per week. Roaming Support Staff will travel between and serve in various Belgrade, Bozeman and Gallatin County program sites to support the operation of our afterschool programs or substitute for absent staff. With oversight from Greater Gallatin United Way kidsLINK Afterschool Program staff, the school principal, and lead kidsLINK site staff, in this role, you will provide for children's basic needs, provide an enriching learning environment, help implement program activities and create a safe, compassionate "home-away-from home" during out-of-school hours for youth.

Essential Duties and Responsibilities (other duties may be assigned):

- Be at kidsLINK Afterschool sites on-time from 3:00 pm – 5:45 pm, Monday – Friday
- Substitute for absent program coordinator or other program support staff as directed by the kidsLINK Program Director or Assistant Director
- Drive to different kidsLINK program sites as needed to support program coordinators
- Maintain a safe, cheerful, nurturing environment for children from a social-emotional learning perspective
- Support the Program Coordinators and support staff with program implementation
- Facilitate academic instruction and homework support
- Design and implement educational, age-appropriate enrichment activities
- Implement routine mental health check-ins to assess children's wellbeing
- Ensure COVID-19 protocols are followed, especially mask-wearing at Bozeman sites
- Assure proper care, cleaning and maintenance of facilities being used
- Meet periodically with Greater Gallatin United Way kidsLINK Program Director and Assistant Director to evaluate program needs

Typical Tasks

- Assist children with homework
- Encourage proper student behavior through the implementation of a trauma-informed discipline plan
- Teach sport rules, technique and good sportsmanship
- Develop and implement age appropriate art and craft activities
- Prepare nutritious snacks
- Communicate with parents and various school staff members as needed
- Maintain an orderly and sanitized area
- Assist/support children with special needs
- Supervise individual and small groups of children during structured activities
- Assist in planning and implementing a variety of activities such as music, indoor/outdoor games, drama, cooking, and safety awareness
- Secure necessary materials and supplies
- Attend training or orientation sessions as needed
- Assist with setup for kidsLINK events
- Perform other duties as assigned

Qualifications

Education, Experience, Credentials

- Graduation from high school or equivalent.
- Experience in afterschool programming preferred
- Pass State of Montana background check
- Valid, current Montana driver's license

Employment Standards

Knowledge of:

- Child development principles and practices
- Requirements of maintaining a children's center in a safe, clean, and orderly condition
- Behavior management and motivation techniques
- Health and safety practices and procedures
- Principles of training and providing work direction
- Basic record keeping methods and procedures.

Ability to:

- Analyze situations accurately and adopt an effective course of action
- Be flexible with a roaming schedule
- Train and provide work direction to others
- Plan and implement a variety of activities to meet the needs and interests of the children
- Read, apply and explain the rules, regulations, policies and procedures of the program, especially in accordance with school district protocols
- Prioritize and schedule work
- Use positive methods of child redirection, from a perspective of the child's social-emotional needs
- Communicate effectively with supervisors, aides, students and parents
- Understand and carry out oral and written instructions
- Maintain confidentiality of sensitive information
- Be a team player – work well with others with a positive outlook
- Manage ambiguity and change and be proficient in identifying solutions and opportunities to make programs safer and better for children and staff
- Establish and maintain cooperative relationships with those contacted in the course of work, including Greater Gallatin United Way kidsLINK Program Director and Assistant Director.

Transportation

Must provide proof of valid, up-to-date driver's license. It will be necessary for the employee to utilize their personal transportation in the course of carrying out their duties.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected for professional development.

Work Environment

This job operates in a variety of school environments – including but not limited to cafeterias, music rooms, stages, libraries, gymnasiums, classrooms, and outdoor playgrounds.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Hearing ability is required by the job to engage in conversation with students, parents, and staff and to listen for sounds that might indicate students' safety is at risk (e.g. fire alarms, sirens).

Supervisory Responsibility

When substituting for a Program Coordinator, supervisory responsibilities may include oversight of the program and supervision of support staff.

Position Type/Expected Hours of Work

This is a part-time, hourly position at 12-15 hours/week. Days and hours of work are scheduled between Monday through Friday, 3:00 p.m. to 5:45 p.m. This position may on occasion require additional hours for travel to sites, for professional development training, and for preparing program activities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by management:

GGUW kidsLINK Program Director _____ **Date** _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

kidsLINK Roaming Support Staff _____ **Date** _____

United Way Core Competencies & General Expectations

Competencies for working toward a world of economic and social opportunity for all.

This set of competencies represents the **CORE competencies that all United Way staff** regardless of role and the position must possess. The Core Competencies represent the foundation and must be an integral part of each position. They are required to drive United Way values and mission.

Mission-Focused
The United Way Pro’s top priority is to create real social change that leads to better lives and healthier communities. This competency drives their performance and professional motivations.
Links donor, volunteer, and advocates’ aspiration to needs. Communicates effectively and with passion “the story” of GGUW’s work to engage and energize donors, volunteers, advocates, partners, and all other constituents in the community.
Catalyzes others’ commitment to mission. Personally and visibly participates in key GGUW events and opportunities.
Strives vigorously to accomplish shared goals. Communicates and/or initiates actions on strategic opportunities (organizes volunteer events, shares information about GGUW events and invites others to participate). Develops relationships to enhance organizational effectiveness.
Makes best possible judgments for GGUW by focusing own work and that of others on needs and aspirations <u>of the community</u> .
Relationship-Oriented
The United Way Pro understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
Acknowledges others for their contribution. Initiates contact and interacts in a constructive way with diverse people to generate enthusiasm for the work.
Values diversity and inclusion. Builds relationships internally and with other United Ways, UWW, state and local governments, nonprofit and private sector organizations.
Effectively communicates. Knows and can successfully articulate GGUW’s mission, vision, and values to other stakeholders and collaborators.
Treats others with respect and dignity. Consciously creates time for engaging with others and deepening relationships. Embraces conflict and successfully navigate the conversation to describe GGUW’s interests and find appropriate solutions.
Actively listens to and facilitates diverse input and contributions. Fosters open communication.

Collaborator

The United Way Pro understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

Seeks and shares knowledge of community: Builds consensus and support with diverse stakeholders by exchanging information, identifying mutual interests, suggesting collaborative approaches and/or offering compromises.

Takes collaborative approach to addressing issues: Demonstrates coalition-building skills with the ability to explain, advocate and articulate facts and ideas in a persuasive manner and to negotiate with individuals and groups both internally and externally. Gives credit and recognition to others who have contributed.

Focuses on shared goals: Works collaboratively with others to achieve common goals and positive results. Supports and encourages other team members to achieve objectives.

Mobilizes a broad range of sectors and resources: Displays strong listening skills and can clearly state the point of view of others. Demonstrates ability to negotiate and compromise without losing sight of core values and objectives; seeks win-win solutions.

Results-Driven

The United Way Pro is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

Focuses on results and can effectively communicate goals and impact: Sets and maintains high performance standards for self and others that support the organization's strategic plan.

Advocates for support of education, income, and health: Motivates others to translate ideas into actions and results.

Promotes innovation / willing to take risks: Takes calculated risks to achieve goals. Challenges self and others to achieve "stretch" goals.

Develops relationships to drive resources and results: Recognizes and capitalizes on opportunities to capture, grow, and attain funding and other resources that advance United Way's mission. Shows passion for improving the delivery of services with a commitment to continuous improvement.

Delivers on the business model: Holds self and other team members accountable for achieving results. Models excellence and motivates fellow members to follow his/her example.

Brand-Steward

The United Way Pro is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal): Fosters and supports the principles and values of the organization.

Internalizes the meaning and commitment of United Way and consistently acts according to its value and purpose: Defines, communicates and consistently exemplifies the organization's values and ethics. Understands brand concepts and can articulate these to stakeholders and staff.

Demonstrates the values of the network; is a good system-citizen: Identifies underlying issues that impact negatively on people and takes appropriate action to rectify the issues. Identifies, assesses and manages risk while striving to attain objectives.

Is accountable and transparent with all stakeholders: Respects and follows the standards and safeguards that protect the organization's integrity (e.g., professional standards for financial reporting, integrity of data, security of information systems, use of emails, organizational property, etc.).