

NEIGHBORS FOR KIDS TEACHING ASSISTANT

POSITION: Neighbors for Kids “Kids Zone” Afterschool Program Teaching Assistant

JOB REQUIREMENTS:

Education- Minimum High School Diploma + 1 year experience working with youth
Attend trainings as required by employer
Pass criminal background check

EMPLOYEE’S COMPENSATION:

Part-Time Staff

Wages: \$9-11 per hour, to be determined based on education/experience
15 hours per week, typically afterschool hours from 3-6pm; closed for Lincoln County School District holidays, vacations and closures (see NFK calendar at www.neighborsforkids.org and click on “Calendar” tab)

DUTIES & RESPONSIBILITIES:

- Develop and teach class curriculum as needed
- Plan and supervise sports/recreation activities
- Plan and supervise activities in games room
- Leadership during activities with small or large groups of youth
- Use positive youth development approaches during supervision
- Apply conflict resolution techniques between youth as needed
- Refer members to Director during serious incidents
- Clean & Organize program areas daily
- Obtain an Oregon Food Handlers Certificate (if kitchen staff)
- Obtain CPR/First Aid Certification (required)
- Participate in staff trainings/continuing education offered during the year

To apply please fill out the Employment/Volunteer application, the Guidelines for Staff and Volunteers form and return those, with a current resume, to:

**NFK
PO Box 942
Depoe Bay, Or 97341**

NEIGHBORS FOR KIDS EMPLOYMENT APPLICATION
return to: NFK PO Box 942 Depoe Bay, OR 97341

Neighbors For Kids considers all applicants without regard to race, color, sex, age, religion, national origin, disability, or marital status.
Neighbors For Kids requires a criminal offender background check on all of our staff and volunteers.
All information contained herein will be maintained in a confidential manner.

PLEASE TYPE OR PRINT LEGIBLY

Position Applied For:	Date Received:
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PERSONAL DATA

Last Name:	First Name	Middle:	Home Phone: ()	Work Phone: ()
Street Address:	City:	State:	Zip Code:	Cell Phone: ()
Mailing Address:	City:	State:	Zip Code:	Email (if available):
Have you lived in Oregon less than five years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please state previous address (list additional addresses in last 5 years on separate sheet if necessary):			
Driver's License/ID Number:	State:	US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Social Security No:	Date of Birth:
Have you been convicted of a misdemeanor or felony within the last seven (7) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain				

SKILLS AND ABILITIES

List your specific skills that you feel might be applicable such as languages, music, art, computers, previous teaching or coaching experience, etc.

WORK HISTORY

Please list your present or past jobs including military, volunteer, and intern experience for the past ten (10) years(attach pgs as needed) .
****Please also provide a current resume.**

Present or Last Employer:	Address:
Type of Business:	Supervisor's Name and Title:
Supervisor's telephone:	Your Title:
Your Duties:	

Previous Employer:	Address:
Type of Business:	Supervisor's Name and Title:
Supervisor's telephone:	Your Title:
Your Duties:	

REFERENCES

Name:	Occupation:
Address: Telephone: ()	Nature of Relationship:
Name:	Occupation:
Address: Telephone: ()	Nature of Relationship:

NEIGHBORS FOR KIDS, INC.
EMPLOYMENT & VOLUNTEER APPLICATION

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GUIDELINES FOR STAFF & VOLUNTEERS

1. **Guidelines Form.** A completed Guidelines Form must be on file before working with children.
2. **Confidentiality.** Volunteers and staff must keep information in regard to children and coworkers confidential. Such information is only to be discussed with the appropriate affiliates of NFK.
3. **Discipline.** Volunteers and staff may not use physical discipline. Time outs for uncooperative children are at times appropriate. Time outs for children should be given so that children remain in sight of adults.
4. **Supervision of children.** Children are not to be left without supervision. An NFK staff member or volunteer is required when children are present. Children should always be in clear sight of volunteers.
5. **Bodily fluids.** Volunteers and staff must acquaint themselves with procedures for handling bodily fluids. First aid can be administered for minor injuries. In the case of cuts bleeding freely, sprains and major injuries, volunteers and staff must call the parent/guardian and possibly 911. See workbook for proper cleanup of bodily fluids.
6. **Reliability.** Volunteers and staff must be reliable. A list of substitutes will be provided. The NFK Director must be notified when a volunteer or staff is not able to be present for the agreed upon day.
7. **Example for children.** Volunteers and staff must not use alcohol before coming to volunteer at Kids Zone. Dress and behavior should be appropriate. Use of profanity, smoking and the promotion of personal religious doctrine are not allowed.
8. **Safety of children.** Do not release children to adult drivers who appear to be under the influence of alcohol. Call 911 if a child is taken by an adult driver under the influence of alcohol. Only transport children on off site trips when parent/guardian permission has been given. Release children only to authorized adults. (See registration form)
9. **Be a responsible community member.** Do not allow trespass on others property. Seek permission if needed.
10. **Responsible food handling.** See instructions in workbook for food handling. All meal service helpers must obtain a food handler's card. Children are not allowed in the kitchen at any time. Learn the proper care of food allergies.

By my signature below:

- I certify that all answers to the questions and statements on this application are true and complete to the best of my knowledge.
- I agree to comply with the Neighbors For Kids, Inc. Guidelines as stated above.
- I understand that if my application is found to have untruthful or misleading answers, my application may be rejected or my position with NFK terminated.
- I hereby authorize NFK to contact my past/present employers and my references for determining my qualifications for this position.
- I hereby acknowledge that I authorize NFK to perform a criminal background check on myself.
- I hereby acknowledge that this position is voluntary/paid and that I will/will not be paid for any time or services. *Circle.*
- I agree to assume full responsibility for any personal injury or damage to my person or property which may occur, directly or indirectly, while in, on or about any such NFK premises or at any of the other locations used by NFK.
- I agree to fully and forever release and discharge NFK, its agents and employees, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my being in, on or about any such NFK premises or at any of the other locations used by NFK.
- I agree to indemnify and hold harmless NFK, its agents and employees, for any of my acts or conduct of whatever kind or nature whatsoever, while in, on, or about any such NFK

premises or at any of the other locations used by NFK, or while using NFK equipment while in the performance of my duties.

- I agree to defend and pay any costs or attorney's fees as a result of any action brought by or against NFK, its agents and employees, for my acts or conduct of whatever kind or nature whatsoever, while in, on, or about any such NFK premises or at any of the other locations used by NFK, or while using NFK equipment while in the performance of my duties.
- I agree that it is my intent that this Release and Indemnity Agreement be in full force and effect at any time after the execution hereof.

Name:	Signature:	Date:
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