



HopeWorks! Education & Enrichment Center (HWEEC)  
Community Center onsite "Crossings at Cherry Orchard"

Open Hours: Mon-Fri, 1pm-6pm \* Tel: 714-606-1436 \* E-mail: [tobi@grandmashouseofhope.org](mailto:tobi@grandmashouseofhope.org)

## 2019 Summer Club Associate

### **Position Description:**

Children and youth (ages 6+) living at an affordable housing complex in west Anaheim will enjoy "Summer Club", at the Community Center onsite. (The Community Center is called HWEEC—HopeWorks! Education & Enrichment Center). This is a safe, convenient way for children/youth who live at the complex and may not have access to summer fun or learning activities at paid clubs or programs, to enjoy summer learning and fun activities when school is out of session. Summer Club will be held June 20-August 2, five afternoons/week. A nutritious afternoon snack is served.

Summer Club team members are requested to be available June 20-August 2. Summer Club Associates are asked to be available from 1:30 pm - 5:30 pm (4 hrs./day). Also, four extended days for field trips, exact times may vary. Part Time position, approx. 20 hours per week.

**This year's theme is "Around the World in 80 Days" and is structured to take the kids on a journey around the world, "visiting" a different country for each week of Summer Club.** There are 4 "Field Trips" planned; Irvine Great Park, Long Beach Queen Mary, OC Reptile Rescue, and Amtrak to LA's China Town.

With direction and support from the HopeWorks! Director, the Summer Associate will share in spearheading planning curriculum; teach, or assist, in learning, crafts or games projects, or recruit volunteers to help do so; mentoring students in 1:1 or small group settings for requested subject areas (e.g. reading or math); preparing/serving snacks and monitoring/recording food use data; planning/implementing field trips; and inviting students and raising awareness with the parents to encourage attendance and support of the program.

Ideal Summer Associate candidates will have a background in childhood education; social work, social services, human services or psychology; or childhood nutrition. Experience in working with children in a group setting is preferred. With so much change in their lives, the resident children tend to be slow to trust and do not like "changing faces" all the time. They, and their parents, value the consistency, stability and sense of shared community that the onsite Club brings to their "home" neighborhood. Team members will need to pass a Livescan background check.

First Aid/CPR certification is recommended, but not necessary; training may be available.

**Required Skills:**

Success motivating people and leading groups.

Experience working directly with children/youth, ages 6+

Majors or fields of emphasis preferred: human services, psychology, early childhood development, health and wellness, social work, education

Ability to be a team player

**Other Skills**

Strong communication skills (verbal and written).

Customer relations and relationship-building skills.

Organizational, planning, prioritization, and coordination skills.

Computer skills on PCs and with Microsoft Office Suite (particularly Word). Experience in Excel desired but not required.

Excellent boundary-setting skills.

Flexibility and adaptability when responding to a frequently and rapidly changing environment.

Desire to support and work with a diverse population without judgment or bias.

Experience in working with children/youth on summer learning, STEAM, and safe/fun activities preferred

**Supervisor:**

HopeWorks! Program Director; Linda Turner Tel: 801-989-0101 E-mail:

[LindaT@grandmashouseofhope.org](mailto:LindaT@grandmashouseofhope.org)

**Schedule:**

Availability dates: June 20-August2

Summer Club time: Mon-Fri 1:30 pm – 5:30 pm. Plus 4(four) extended days to cover field trips.

**Location:**

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2748 W. Lincoln Ave, Anaheim CA 92801