

CRESWELL CLUBHOUSE INTERNSHIP AND WORK STUDY OPPORTUNITY

PROGRAM LEADER AND TUTOR

Students who come to work at Creswell Clubhouse have a great opportunity to get hands on experience working with children in a rewarding and flexible environment. Our children love their Clubhouse leaders and greatly appreciate the help, support and good times spent with them. You can spend two or three afternoons per week (IE. M/W/F or T/TH between the hours of 2pm and 6pm) sharing your talents at Clubhouse while you gain practical skills and experience working in an educational environment with children.

How to apply:

- ◆ Complete the Application, including two references.
- ◆ Schedule an interview for possible internship or employment.
- ◆ Complete the Criminal History Background Check and training if hired.

Organization

Creswell Clubhouse was developed to provide Creswell students with a safe and healthy place to practice reading, receive homework help, utilize computer resources and participate in educationally enriching activities. The Clubhouse strives to build a stronger physical, intellectual and emotional support system for students while fostering responsible choice making. We offer after school and summer programming while working closely with Creslane Elementary to ensure students have a positive experience. The program is supported by community donations, low parent fees, fundraisers and business sponsorships. The position focus is somewhat flexible and can be designed to meet the needs of the student. The schedule, however, is not flexible. You must be available at least two afternoons per week beginning at 2pm and have reliable transportation.

Desired Qualifications

Strong interest in working with children.

Silly, fun and playful but know when to be serious and set limits and consequences.

Commitment to the program, your shifts and being reliable and consistent for the children.

Coursework in Education and/or Family and Human Services or related training and/or experience a plus.

Previous experience working with children/youth a plus.

Ability to create comfortable, safe and nurturing environment.

Must have reliable transportation-Creswell is a 15 minute drive (South on I5) from UO.

Position description

Participate in trainings and work as a great team member.

Be a positive role model.

Inspire, lead and motivate young people.

Help regulate classroom environment and assist in the classroom behavior support system.

Assist children with reading and math homework.

Share your talents leading enrichment clubs and activities.

Supervise recess and free-time play.

Be reliable, dedicated and consistent.

Hang-out, play and have fun!

Additional information

Location : Creswell, OR
Position starts : September 2022 (Ongoing)
Hours : 6-15 hours per week
of openings : 2
Starting -Hourly Pay : 15.00 per hour
Duration : Ongoing

Contact information

Laura C. Rariden, Executive Director

Creswell Clubhouse
364 Cobalt Lane
Creswell, OR
97426

E-mail : creswellclubhouse@gmail.com

Primary Phone : (541) 852-6034

Website: www.creswellclubhouse.org

Creswell Clubhouse does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents and volunteers.

Creswell Clubhouse is an equal opportunity employer. We will not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



2022/2023
PROGRAM LEADER
AND TUTOR APPLICATION

Please return application to:
Laura Rariden, Executive Director at
lrariden@gmail.com

Name _____

Address _____

City _____ Zip _____

Home phone _____ Work/Cell phone _____

Email address _____

Major: _____ Anticipated Graduation Date: _____

Please answer the following questions:

Please indicate if you are applying for an internship, practicum, work study position or regular employment position.

Please describe your educational and career goals.

What strengths do you bring to working with children between the ages of 5-11?

If you have previous experience, please list position, description and contact information **OR** attach a resume.

Is there anything else you would like to tell us about yourself? Do you have any hobbies, hidden talents or interests that you can share with children (IE. Gymnastics, Choir, Sports, ect.)?

Do you speak another language? _____ Level: _____
(ex: beginner, intermediate, bilingual)

Please give two references we may contact, other than relatives.

1. Name: _____
Daytime Phone: _____
Relationship to you: _____

2. Name: _____
Daytime Phone: _____
Relationship to you: _____

Emergency contact during your work hours: _____

Emergency Contact Phone number: _____

Date you are available to begin working.

We are open 2:30-6pm Monday through Friday during the school year and 7:30am-6pm during the summer. (There are a limited number of summer positions available.) We create a new schedule each term. You must be available from 2:30-6pm. We have a limited number of tutor positions available from 3:30-5pm. Please list days and times you are available to work during first term of employment (Example. M/W/F, T/Th, M-F 2-6pm) and how many hours per week you are hoping for.

We are open during UO school breaks and summer. Our only major annual closure is for 2 weeks during winter break. We need several students willing and able to work during these times. Will you be available during University breaks?

* Have you been approved (or expect to be approved) for work study through UO financial aid department for the 2022/2023 school year. Please confirm yes or no.

Signature: _____ Date: _____
