

**CRESWELL CLUBHOUSE**  
**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 :** Either June 13<sup>th</sup> or in September 2024 (Ongoing)  
**Hours :** 6-35 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](mailto:creswellclubhouse@gmail.com)

**Primary Phone :** (541) 852-6034

**Website:** [www.creswellclubhouse.org](http://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.



**2024/2025**

**PROGRAM LEADER  
AND TUTOR Application**

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Major: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

**Please answer the following questions:**

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 special interests you can share with children (IE. Gymnastics, Choir, Science, Sports, ect.)?

Do you speak another language? \_\_\_\_\_ Level: \_\_\_\_\_

**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: \_\_\_\_\_

We are open 2:30-6pm Monday through Friday during the school year and 7:30am-6pm during the summer. (There is one summer position available and two fall after school positions available.) During the school year you must be available from 2:30-6pm at least two afternoons per week. Please list days and times you are available to work during the summer or first term of employment (Example. M/W/F, T/Th, M-F 2-6pm).

Date you are available to begin working. \_\_\_\_\_

\* Have you been approved (or expect to be approved) for work study through UO financial aid department for the 2024/2025 school year. Please confirm yes or no.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR APPLYING!**

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