



# BoostCamp Enrichment Teacher Job Details

## Access AfterSchool Mission, Vision, & Philosophy

**MISSION:** Access AfterSchool enriches the lives of youth, supports working families, and builds healthy communities by providing high quality afterschool and summer programs.

**VISION:** Access AfterSchool is committed to facilitating connections among youth, their peers, families, mentors, and community. Youth feel a sense of belonging, are socially and emotionally supported, are empowered to explore their interests, and are inspired for the future.

**PHILOSOPHY:** Access AfterSchool's philosophy is that youth thrive when offered experiences that spark passion, encourage movement, and inspire creativity. These experiences assist youth in developing skills that encourage personal growth, community connection, academic success, and an appreciation for arts, culture, and healthy living.

### Description:

This seasonal position as an enrichment teacher requires a five-week commitment during June and July. Enrichment teachers may work up to two days a week, Monday through Wednesday. Each program day consists of 4 paid hours at a rate of \$31 per hour. *Any additional time per week must be approved by the supervisor.* Enrichment Teachers report to Site Manager, Site Director, Program Directors and the Executive Director.

## Expectations and Duties of an Enrichment Teacher at BoostCamp

**Schedule:** Monday - Wednesday, 12:45 PM - 4:30 PM

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### General Duties and Expectations

1. **Student Supervision:**
  - a. Ensure you arrive at your designated classroom on time and conclude sessions promptly to facilitate smooth transitions.
  - b. Ensure that students are adequately supervised when outside, staying actively engaged in their activities
  - c. Check that all students have sunscreen applied and access to water to stay hydrated throughout outdoor activities
2. **Meaningful Experiences:**
  - a. Provide engaging and meaningful enrichment experiences for students
3. **Planning and Supplies:**
  - a. Use the Supply Request Form and follow its directions **at least two weeks prior** to the activity date
  - b. Self-motivated and able to take initiative while also comfortably asking for help when necessary
4. **Communication:**
  - a. Maintains professional use of cell phones during work hours, limiting personal use to designated break times
  - b. Provide timely updates and communicate effectively with Access Staff
  - c. Notify Access Staff at least two weeks in advance of any scheduled work absences, submitting detailed sub plans
5. **Documentation:**
  - a. Take photos of student activities and upload them to the designated Google Drive folder
6. **Instruction and Behavior Management:**
  - a. Instruct groups of students, facilitate lessons
  - b. Manage student behavior and maintain a safe learning environment
    - i. Use the five rules of Whole Brain Teaching:
      1. Follow directions quickly
      2. Raise your hand for permission to speak
      3. Raise your hand for permission to leave your seat
      4. Make smart choices
      5. Keep your dear teacher happy
7. **21st Century Teaching Skills:**
  - a. Incorporate Collaboration & Teamwork, Creativity & Innovation, Critical Thinking, Growth Mindset, Health Literacy, Initiative & Responsibility, and Digital Literacy into teaching and interactions
8. **Team Collaboration:**

CONTACT ALONDRA ZEPEDA FOR ANY FURTHER QUESTIONS

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- a. Work collaboratively with BoostCamp and Access staff
  - b. Effectively collaborate with BoostCamp Mentors when available
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## Expectations and Duties

1. **Enrichment Facilitation:**
    - a. Lead three 55 minute enrichment blocks in the afternoon, creating an engaging and educational experience for students
    - b. It's better to be over-prepared than underprepared—have more activities planned than you think you'll need
    - c. Plan activities that accommodate diverse skill levels and have a back up plan for students who finish the task early.
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## Two-Strike Policy

Teachers are responsible for setting clear behavior expectations, addressing issues promptly, and enforcing the Two-Strike Policy.

1. **First Strike:** Redirect behavior, document the incident, and inform the site director
2. **Second Strike:** The Site Director and Program Directors are responsible for notifying the parents and managing the student's transition out of the program. It is their role to ensure the coordinator is informed and the transition process is supported appropriately.

Consistency and clear communication are key to maintaining a positive learning environment.

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