



JOB OPENINGS FOR THE 2017 – 2018 SCHOOL YEAR

Morning Teachers

Monday – Friday (5 days/week) 6:00 – 8:15 AM when Harrisonburg City Schools are open and some additional evening hours for training and staff meetings. Duties: Supervise and care for children ages K – 7th grade during before school care program. Serve breakfast, engage in play and reading activities. Communicate with parents, supervise school bus pickup. Work as part of a caring team. Qualifications: Degree (or near completion) in education, social services, psychology or related areas and experience in teaching / working with children. Good social and personal skills, being able to multi task and work as part of a team are a must. Spanish is a plus but not required. Ideal for graduate students or college seniors. Hourly wage. Background check required.

Afternoon Teachers

Monday – Friday (5 days/week) 3:15 – 6:15 PM when Harrisonburg City Schools are open and some additional evening hours for training and staff meetings. Duties: Supervise school bus arrivals, and care for children during the after school program. Plan and deliver age appropriate educational activities in math and literacy, facilitate homework and academic time. Supervise volunteers, communicate with school teachers and families. Afternoon teachers are in charge of their class and work as part of an educational team. Qualifications: Degree (or near completion) in education, social services, psychology or related areas and experience in teaching / working with children. Good social and personal skills, being able to multi task and work independently as well as part of a team are a must. Spanish is a plus but not required. Ideal for graduate students or college seniors. Hourly wage. Background check required.

Program Assistant

Monday – Friday (5 days/week) 3:00 – 6:00 PM when Harrisonburg City Schools are open and some additional evening hours for training and staff meetings. Duties: assist with snack and room preparation before children arrive. Assist with bus arrivals and in individual classes as needed by teachers. Substitute for teachers when needed. Qualifications: Good social and personal skills, being able to multi task and work independently as well as part of a team are a must. Experience in teaching / working with children is required and studies in education, social services, psychology or related areas is appreciated. Spanish is a plus but not required. Hourly wage. Background check required.

Receptionist / Translator

Monday – Friday (5 days/week) 4:00 – 6:15 PM when Harrisonburg City Schools are open and some additional evening hours for training and staff meetings. Duties: Supervise school bus arrivals, Help volunteers. Supervise child pick-up and collect fees from parents. Keep accurate records and issue receipts. Communicate with parents and assist teachers and director with translations when necessary. Qualifications: Excellent personal, customer service, and communication skills, ability to multi task and work in a busy and fluid environment while being able to work independently and as a team player. Fluency in English and Spanish is a must. Ideal for graduate students and college seniors in social work or other human services areas. Background check required.

Part-Time Office Administrator

Second Home is accepting applications for a Part-Time Office Administrative assistant position. The program serves children in grades K-7 and operates when Harrisonburg City Schools are in session. Work hours: 20 hours per week; Monday - Friday (5 days per week) afternoons, flexible timing. Job responsibilities include: maintaining accurate, efficient record-keeping to meet licensure and program needs. The ideal candidate will be organized, and experienced in office administration. Experience with Microsoft Word and Excel and the use of social media, and the ability to work in a busy, fast paced environment are required. Background check required. Spanish language knowledge is a plus. If you are a caring, mission oriented, enthusiastic person who loves children, Second Home may be the place for you!

To apply: Send cover letter, recent resume with relevant experience, and at least 3 references to secondhomeharrisonburg@gmail.com

Check out our website at <http://secondhomeva.com>