

## CREAR Youth English Teacher

The English teacher will work alongside our staffed Art instructor, Programs Manager, and interns in facilitating classroom activities, leading classes and planning field trips and recreational activities. Two elementary afterschool programs are held Monday through Thursday at respective times and locations. The English teacher will create meaningful relationships with students and families as well as the community at large. A minimum of a one calendar year commitment is required.

### *Responsibilities*

- Create lesson plans for Sámara and El Torito English classes following the Puntos de Cultura plan; work with the Programs Manager and the Art teacher to collaborate on all activities
- Attend and help plan for monthly *convivios* with students and families
- Maintain strong communication with our beneficiaries and their parents
- Collaborate with Programs Manager to develop content for blogs and social media
- Time commitment is 12 hours per week between teaching and planning time; arrive at least 10 minutes before class begins, and leave after class ends
- Maintain order of our classroom space: you are responsible for setting up the classroom tables each day, wiping them down when they are dirty, sweeping up after your class and putting all of the materials used during class away in their appropriate place
- As with all team members at CREAR, you are expected to aid in day-to-day cleaning of our space that includes (but is not limited to) the following:
  - Sweeping out the CREAR Casa
  - Wiping down dusty surfaces
  - Reorganizing, shelving and cleaning our library books
  - Taking out the trash and recycling
  - Organizing and cleaning the supply closet
- Responsible for making all copies, preparing all materials before class time and keeping them organized
- Coordinate classes with CREAR interns and volunteers
- Maintain attendance records for English classes
- Attend weekly staff meeting
- Payment is 50.000 colones per week including 8 English classes and planning

### *Qualifications*

- Fluency in English
- Intermediate to advanced Spanish
- TEFL certification (or equivalent) preferred
- Previous teaching and/or tutoring experience with children
- A passion for education and a love for working with youth and the community
- Organized, responsible, ability to work well with others, creative, flexible, friendly, energetic and outgoing
- Minimum one year time commitment

If interested, please send a resume and cover letter to Andrea Keith, Executive Director:  
[info@asociacioncrear.org](mailto:info@asociacioncrear.org)