



JOB DESCRIPTION

Position Title	<i>Enrichment Class (camp) Staff Job Description</i> <ul style="list-style-type: none">• Contract Staff Position• Days and Hours are based on our Enrichment Classes advertised in the Bend Parks and Rec Classes. Opportunities for increased hours a class content in the future.• Pay varies depending on level of expertise/experience, type of enrichment class, and how many students are enrolled.<ul style="list-style-type: none">◦ Paid by the class. It breaks down to approximately \$18.50-\$65/hr.
Reports To	<i>Executive Director/Head of School</i>

Job Purpose

We are looking for staff to teach some of our upcoming Enrichment Classes. Needed skills:

- Crochet
- Sewing (hand and sewing)
- D&D Masters
- Run our “Success Tools for Young Artists”
 - designed to help aspiring young artists learn how to budget and plan for art projects, organize their creative ideas, and set achievable goals. The class also covers strategies for pricing artwork, understanding the value of time and materials, and presenting work confidently.

Samara’s motto is, “Soar with your strengths; manage your weaknesses.” We are one of the few organizations in Oregon that specializes in working with kids who are neurodivergent (ADHD, dyslexia, autism, anxiety, etc.), but our Enrichment classes are open to general public and not made up primarily of those who are neurodivergent. If you have experience with those of us who are neurodivergent, that is a plus, but you will also be provided training and support at Samara.

We do not want kids to work on what they are not good at all day long, so our Enrichment classes and camps are a significant part of our program.

Duties and Responsibilities (*including, but not limited to*)

ALL EMPLOYEES

- Follow FERPA, IDEA, 504 Plans, and HIPPA, which are U.S. legislations that provide data privacy and security provisions for safeguarding information.

ENRICHMENT CLASS/CAMP STAFF

- Independently create and/or collaborate on the creation and implementation of classes providing opportunities for kids to Soar with their strengths, learn new skills, explore, create, and have fun!
- Determine the need for additional reinforcement or adjustments to instructional techniques, as well as be proactive to ask for assistance when needing insights, a different viewpoint, etc.
- Establishes and maintains student control and discipline in the classroom, on school premises, or during school activities.
- Employs and implements a program structure and consistency to encourage student responsibility, cooperation, and mutual respect consistent with Samara's policies and procedures.
- Complies with Samara's Board's policies and all state/federal rules and regulations.
 - Including, but not limited to, those for an After-School Care program.
- Collaborate with the bookkeeper (and/or other Samara staff/contracting agencies) to keep track of your program's budget and to develop future budgets.

Knowledge Skills and Ability Required:

- Ability to pass a fingerprint background check
- Thorough knowledge of the principles, practices, and procedures of the specialty area.
- Ability to effectively analyze needs and problems objectively.
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration, and the general public.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Ability to use Google Drive products (Google Docs, Google Sheets, etc.)
- Ability and willingness to act in a manner in consideration of health-sensitive staff, students, and their immediate families, such as having up-to-date vaccines (such as MMR,...) and testing (such as for TB).
 - Exceptions, such as recently having a bone transplant, will be accepted.

Knowledge Skills and Ability Recommended:

- Knowledge of the principles and methodology of effective teaching of students with disabilities, especially, but not limited to,
 - learning disabilities (dyslexia, dysgraphia, dyscalculia),
 - ADD/ADHD
 - high-functioning Autism.
 - Anxiety
 - trauma
- Experience with working with kids who are neurodivergent
- Special Education or equivalent degree and experience
- Experience with mentorship.
- Collaborative Problem Solving training
- Trauma informed care training

- Grant writing and fundraising experience

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit for long periods of time, as well as to talk and/or hear. The employee must regularly use hands and fingers to handle or feel; reach with hands and arms. Specific vision abilities required by this job include close and distance vision. The employee must lift, carry and move a minimum of 10 pounds on an occasional basis. Must be able to type on a computer keyboard and use a computer monitor frequently and regularly. Although unlikely, the position has the potential to require some degree of physical interaction with students who have difficulty controlling physical behavior.

Approved by:	<i>Heather Chatem M.A., Center Director</i>
Date approved:	<i>12/05/2025</i>
Reviewed:	