

# EITC STUDENT JOB POSTING

**Job Title:** Program Manager/Program Leader

**Salary:** Varies depending on experience

**Job Closing Date (mm/dd/yy):** 12/01/17

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**Company Name:** Maggie's Place LLC

**Contact Person:** Sheryl Gittings

**Address:** 3000 Pancheri Dr., Ste. B

**City/State:** Idaho Falls, ID

**Phone Number:** 208-502-1112

**Web Address:** [maggiesplaceif.com](http://maggiesplaceif.com)

**Contact email:** [director@maggiesplaceif.com](mailto:director@maggiesplaceif.com)

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## General Responsibilities:

- Deliver dynamic Maggie's Place OnSite curriculum
- Support homework completion for students in grades K-6
- Lead fun fitness activities and guide children at play
- Teach enrichment classes by following the Maggie's Place Enrichment Class Curriculum
- Actively partner and communicate with parents in order to provide the best care for children
- Model positive guidance and effective program management to maintain the safety and well-being and attention of all children
- Ensure the highest quality program standards at all times
- Organize and prepare program materials for lessons and activities
- Document attendance records, incidents and other observations
- Other duties as assigned

## Job Qualifications:

- Experience working with children and/ or college credits in early childhood or elementary related field
- Ability to meet state-specific requirements for fingerprinting and criminal background checks.
- Outstanding customer service and relationship building skills
- Team player who can lead and take direction.
- A natural drive to inspire a love for learning and commitment to making every day special for the children in our programs.

## Application Process:

**Please email your resume along with a cover letter highlighting your relevant experience to [director@maggiesplaceif.com](mailto:director@maggiesplaceif.com).** If you have any questions regarding application, you can reach us at (208) 502-1112.