

Community Educator
(Full Time Position: Johannesburg, 12 Month Contract)

Skateistan is Hiring! We are looking for an energetic and creative Community Educator to join our team in Johannesburg. The Community Educator will be focused on student intake and registration, family and community engagement, as well as the ongoing wellbeing of Skateistan South Africa's student body. Integrating sociological and child protection approaches in daily programs, the role will ensure that students receive a comprehensive educational experience. This role will also have responsibilities assisting in the classroom, developing curriculum based on student and community needs, and assisting with Monitoring, Evaluation and Learning. The Community Educator will work closely with the Programs Officer and General Manager, ensuring that student needs are being met on a daily basis and that student enrolment and intake are meeting annual donor commitments.

Skateistan South Africa's facility in Johannesburg opened in 2016, and includes two classrooms an office space and skatepark. Each week we have over 250 boys and girls (ages 5-18) attending to be part of Skateistan's programs. We are looking for individuals who are passionate about creative education, arts and sports to join our team.

The Community Educator is a 12-month contract paid position beginning April 2018, and includes monthly salary and benefits (paid vacation, medical insurance, work related travel expenses)

Core Responsibilities:

Community Engagement and CPP

- Administer family visits and outreach on a regular basis, maintaining contact between Skateistan, students, and their families
- Coordinate family and community events at Skateistan
- Assist Programs Officer with curriculum development based on student and community needs
- Support the Programs Officer with integrating child trauma awareness & psychological support into core programs
- Work with the Programs Officer to update existing policies and resources within Programs up to date using Skateistan's communication platforms
- Promote awareness of child protection procedures throughout the school
- Implement procedures and improved reporting of CPP incidents
- Build up a network locally for providing professional psychological, social and emotional support for students
- Update and deliver international Child Rights and Child Protection trainings 2 times per year
- Available at all times during the school operating hours to provide student assistance
- Follow up with suspended and delinquent students for re-enrolment
- Contact students and families when classes are suspended or cancelled

Student Enrollment and Registration

- Work with Programs Officer to determine student enrollment goals and the recruitment of new students as needed
- Head of student recruitment; visiting schools, orphanages, partners, and maintaining contact with these institutions
- Registration of all students; creation of contact records for each new student, both paper and electronic
- Update current student records as needed
- Create weekly and monthly reports of student attendance and enrollment for Programs officer
- Offer guidance and support for enrolling Skateistan students into public schools
- Monitor and perform discipline of students, perform expulsions for students

Monitoring, Evaluation and Learning

- Implement all MEL activities, including English translation to students native language when needed
- Collaborate with the MEL Manager as well to develop and implement the MEL activities of the organization
- Facilitate the collection of quality data under the supervision of the MEL Manager
- Provide feedback on program success to the international Programs team on activities of the organization
- Assist the international Programs team to analyze the overall progress on achievement of results
- Teach or assist in daily classes as needed
- Convey student success stories to Communications team
- Provide weekly report to Programs Officer and General Manager

Essential Skills and Qualifications:*Minimum professional and academic qualifications*

- Bachelor of Social Work or Education
- Certificate or equivalent in art therapy, child rights, or child protection
- Masters Degree in the field of Education or Social Work is desirable

Professional Qualifications:

- At least 3-5 years experience in teaching/training field or social work

Competencies and Knowledge:

- Sound knowledge of theories in the field of ‘Sports & Development’ and ‘International Development’
- Familiar with gender and rights, women’s empowerment, feminist issues and/or anti-oppression work, either from studies or in a professional context
- Knowledgeable and passionate about skateboarding and youth culture
- Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Excellent English, both written and spoken
- Proficiency in other languages desirable, especially a local language (Dari, Pashto, Khmer, Zulu, Xhosa, etc.)
- Proficient computer skills using G Suite, Slack, MS Office, and presentation software such as Prezi, PowToon
- Experience developing engaging visual and written training materials
- Ability to handle high-stress situations in a calm manner
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently
- Committed to lifelong learning
- Organized and self-motivated
- Demonstrated ability to set and meet goals – both professional and personal
- Excellent judgment and discretion

If you are interested in applying for this position, please send your CV, Cover Letter to jobs@skateistan.org with the subject ‘Community Educator’.

The deadline to apply for this position is March 16th, 2018.

Only shortlisted candidates will be contacted.

Skateistan is an equal opportunity and are committed to principles of equitable employment and transparency.