



EMPLOYMENT OPPORTUNITY

Position: Academic Assistant Instructor (Casual, Non-exempt)
Reports To: Youth Services Coordinator

Unit: Youth Services
Date: 10/8/2013

Positions Available: 1
Salary: \$12-13 per hour

Summary: Under the direction of the Youth Services Coordinator, the Academic Assistant Instructor is a direct service position responsible for the supervision, facilitation, coordination and implementation of all academic support services and enrichment activities for elementary school aged children, and for outreaching and recruiting clients for the Elementary Tutorial Program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a casual position working 17 hours weekly: 2:30 pm – 6:30 pm on Mondays, Wednesdays, and Thursdays, and 1:30 pm – 6:30 pm on Tuesdays.

Duties / Responsibilities:

- **Program implementation and maintenance:**
 - Provide daily supervision, instructional program support, and maintain quality services for all participants, based on the scope of work;
 - Supervise and monitor volunteer tutors;
 - Establish good working relations with collaborative partners. Build and maintain a support network comprised of schools, community based organizations, parents, counselors and other tools for advancement;
 - Complete evaluation and track results to gauge student performance and program impact; and
 - Submit monthly reports, billing and quarterly calendars to Youth Services Manager.
- **Program development and outreach:**
 - Implement age-appropriate curriculum in math, language arts (reading, writing, speaking, listening and visual learning);
 - Plan and organize enrichment activities in arts, music, social development/teambuilding games and various computer applications; and
 - Assist with outreach/recruitment for all academic and youth development programs.
- **Attend relevant meetings, trainings, events and activities; and**
- **Other duties as assigned by the Youth Services Coordinator.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- A high school diploma or equivalent with 2 years work experience;
- Knowledge and/or experience working with children and families from various socio-economic and cultural backgrounds;
- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Possess flexibility, initiative and ability to work under pressure;
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations;
- Ability to supervise/teach instructional lessons in operation of daily youth programs;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multi-cultural community;
- Demonstrable working knowledge of the use and operation of personal computers;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- Proof of eligibility to work in the United States; and
- Physical requirements: Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time, seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- An AA or Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University OR 2-years of experience working with academic and enrichment programs;
- Bilingual capacity (English/Korean or English/Spanish);
- Certification in CPR (Youth & Adult) and First Aid training; and
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

Application Instructions:

Send Resume AND Cover Letter in PDF or DOC format to

Koreatown Youth & Community Center

ATTN: Ashley Kim, Personnel Officer

3727 West 6th Street, Suite 300

Los Angeles, CA 90020

FAX: 213-927-0017

E-mail: Personnel@kyccla.org

**** Links to documents will not be opened.**

**** Specify the position for which you are applying.**

**** No phone calls or visits, please.**