



EMPLOYMENT OPPORTUNITY

Assistant Instructor (Part-time – 21 hours weekly, Non-exempt)

Unit: Youth Services
Posting Date: 07/14/14

Reports To: Youth Services Coordinator
Salary: \$12.28 – 14.00 hourly DOE, plus eligibility for BENEFITS

Positions Available: 2

Summary: Under the direction of the Youth Services Coordinator and the Youth Curriculum Supervisor, the Academic Assistant Instructor is a direct service position responsible for the supervision, facilitation, coordination and implementation of academic support services and enrichment activities for the Elementary Tutorial Program. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a part-time position, scheduled to work on Mondays, Wednesdays, Thursdays, and Fridays from 2:00-6:00 pm and Tuesdays from 1:00-6:00 pm.

Duties / Responsibilities:

- **Program implementation and maintenance:**
 - Provide daily supervision of elementary school youth and high school volunteers, instructional program support, and maintain quality services for all participants, based on the scope of work;
 - Establish good working relations with parents;
 - Stay up to date on best practices, approaches, and trends in afterschool programming; and
 - Complete evaluation and track results to gauge student performance and program impact.
- **Program development and outreach:**
 - Develop and implement age-appropriate academic curricula; and
 - Plan and organize enrichment activities in arts, music, social development/teambuilding games and various computer applications.
- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related 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 youth 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:

Mail, E-mail or FAX

Resume AND Cover Letter (PDF or DOC formats only for e-mailed submissions)

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 (i.e., Google Doc links) will not be opened. **
- ** Specify the position for which you are applying. **
- ** No phone calls or visits, please. **