



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our agency was founded on serving youth, and our Youth Services staff is committed to bringing out the best in them. We strive to encourage them to find their passion by patiently supporting them, and to unlock their potential by cultivating their strengths. We believe that quality youth programs can make a powerful difference in the life of a child, and we're looking for a driven and committed individuals to join our team.

Impacting the lives of children and youth is where it all began.

We have been serving our diverse community for almost 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Assistant Instructor (Part-time - 17-21 hours weekly, Non-exempt)

**Unit:** Youth Services      **Reports To:** Youth Services Manager      **Positions Available:** General Interest  
**Posting Date:** Rolling      **Salary:** \$12.28 - 14.00 hourly DOE, plus eligibility for BENEFITS

**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. Employees may not work all days listed.

#### **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;



**Minimum Requirements / Qualifications continued:**

- 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.

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