



EMPLOYMENT OPPORTUNITY

Position: Middle School Instructor - Menlo (Full-time, Non-exempt) **Unit:** Youth Services **Post Date:** 9/18/13
Reports To: Youth Services Coordinator **Salary:** \$29,000 – 32,000 annually, plus BENEFITS **Positions:** 1

Summary: Under the direction of the Youth Services Coordinator, the Middle School Instructor is a direct service position responsible for developing, facilitating, coordinating, implementing, and supervising academic and enrichment services for middle-school age youth. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is full-time, non-exempt position.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for middle school-aged youth by:**
 - Providing instructional activities, homework assistance and support to middle-school age youth;
 - Overseeing classroom management: supervising participants and manage volunteers to ensure quality of services;
 - Developing and facilitating Life Skills Workshops for middle-school age youth on topics including (but not limited to): Study Skills, Bullying, Harassment, High School & College Preparation, and Social Skills;
 - Recruiting and coordinating guest speakers when appropriate;
 - Developing and facilitating workshops and projects rooted in the arts (e.g., arts & crafts, media art, etc.);
 - Communication with the lead staff and parents regarding student achievement and/or areas of concern;
 - Reporting to the lead staff on progress of all duties and tasks
- **Prepare & submit assigned internal & contractual monthly reporting in a timely manner by:**
 - Monitoring, reporting, and documenting participant and/or program performance;
 - Collecting student assessments and logging performance; and
 - Preparing and submitting monthly reports on planned tasks/curriculum, expected results, and timeline(s) of activities along with program's monthly calendar.
- **Recruit and outreach to target population for participants and volunteers;**
- **Attend relevant meetings & trainings; and**
- **Other related duties as assigned by the Youth Services Coordinator.**

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

- Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University **OR** an AA degree and two years of experience working with academic and/or enrichment programming;
- Knowledge and/or instructional classroom experience working with children, adolescents and families from various socio-economic and cultural backgrounds;
- 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 work collaboratively with others and willingness to participate fully in a team process;
- Self-directing and ability to work independently as required;
- 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, fingerprinting clearance (Live Scan), and 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; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Knowledge and/or instructional experience in the operation of after-school and/or academic program(s);
- Experience providing services to homeless families;
- Bilingual capacity (English/Spanish); and
- Certification in CPR (Youth & Adult) and First Aid training
- A valid Class C California Driver's License, access to a personal vehicle and proof of automobile 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.**