



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.

Middle School Instructor (Part-time – 17 hours weekly, Non-exempt)

Unit: Youth Services
Posting Date: 08/03/15

Reports To: Youth Services Manager
Salary: \$12.28 – 14.00 hourly DOE

Positions Available: 1

Summary: Under the direction of the Youth Services Coordinator and the supervision of the Afterschool Program Lead, the Middle School Instructor is a direct service position responsible for 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 a part-time, non-exempt position working 17 hours per week. The schedule for this position Monday, Wednesday, and Thursday from 2:00pm-6:00pm and Tuesdays from 1:00pm-6:00pm, with occasional extended hours on weeknights for special events.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for middle school-aged youth by:**
 - Providing instructional activities, homework and academic assistance, and other support to middle-school age youth;
 - Facilitating workshops for middle-school age youth on topics such as: healthy relationships, communication, gangs, etc.;
 - Overseeing classroom management: supervising participants and manage volunteers to ensure quality of services;
 - Communicating with Supervisor and parents regarding student achievement and/or areas of concern; and
 - Providing programmatic oversight and management of volunteers.
- **Prepare & submit assigned internal & contractual monthly reporting in a timely manner by:**
 - Monitoring, reporting, and documenting participant and/or program performance; and
 - Implementing student assessment and logging performance.
- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related duties as assigned by the Supervisor or Youth Services Manager.**

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;



Minimum Requirements / Qualifications continued:

- 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 and fingerprinting clearance (Live Scan);
- Proof of eligibility to work in the United States; and
- Physical requirements:
Ability to hear a child calling for help, ability to see a child on the playground, and inspect the field and written documents; ability to sit and stand for long periods of time; 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 in providing services to formerly homeless families or youth with learning disabilities;
- Bilingual capacity (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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