



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 our students. 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 more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Summer Day Camp Instructor (Full-time, Non-exempt)

Unit: Youth Services
Posting Date: 03/17/17

Reports To: Summer Day Camp Director
Salary: \$12.52 - 14.50 hourly DOE
Positions Available: 5

Summary: Under the direction of the Summer Day Camp Director, the Summer Day Camp Instructor is a direct service position responsible for facilitating, coordinating, implementing, and supervising academic and enrichment services for elementary school-aged children. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the summer. This is a temporary, full-time, non-exempt position, beginning as early as 05/29/2017 and ending on 08/04/2017.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for elementary school-aged children by:**
 - Providing instructional activities and support to the youth.
 - Supervising participants to ensure quality of services.
 - Coordinating and facilitating academic and enrichment services.
 - Developing and updating program curriculum.
 - Overseeing classroom management and classroom volunteers.
 - Communicating with parents regarding student achievement.
 - Providing programmatic oversight and management of assistant program leaders and volunteers.
 - Reporting to the Supervisor on the progress.
- **Prepare and submit assigned internal and contractual monthly reporting in a timely manner by:**
 - Monitoring, reporting, and documenting participant and/or program performance.
 - Recording participant attendance.
 - Correcting student assessments and logging performance.
- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related duties as assigned by the Summer Day Camp Director.**

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

- A High School diploma or equivalent AND one year of experience working with elementary age youth.
- Knowledge and/or instructional (classroom) experience in working with children, adolescents, and families from various socio-economic and cultural backgrounds.
- Ability to organize and prepare documentation in a timely manner.



Minimum Requirements continued:

- Strong commitment to working with a multicultural community.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directing and the ability to work independently as required.
- Proof of passing a TB test, Live Scan fingerprint clearance, and proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- A Bachelor's degree in Education, Sociology or other-related field from an accredited College or University OR 2 years postsecondary education.
- Knowledge and/or instructional experience in the operation of after-school program(s) and/or academic program(s).
- Bilingual capacity (Spanish/English and/or Korean/English).
- Demonstrable working knowledge of the use and operation of personal computers.
- Certification in CPR and First-Aid training.
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance.

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