



## 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 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.

### Afterschool Program Lead (Full-time, Non-exempt)

**Unit:** Youth Services  
**Posted:** 05/09/16

**Reports To:** Senior Manager

**Positions Available:** 1

**Salary:** \$32,000 - 34,000 annually DOE, plus BENEFITS

**Summary:** Under the direction of the Senior Manager, the Afterschool Program Lead is a direct service position responsible for providing programmatic oversight of kindergarten through 12<sup>th</sup> grade afterschool programs, participants, staff and volunteers, program administration, and contract management, as well as meeting contractual goals and program expectations. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. **This is a regular, full-time position, scheduled to start on July 11, 2016.**

#### **Duties / Responsibilities:**

- **Oversee and coordinate academic services for kindergarten through 12<sup>th</sup> grade youth:**
  - Outreach and enroll K-12 grade children & families throughout the school year and track client's progress;
  - Develop and oversee the implementation of program curriculum in alignment with the unit vision, including academic support services and enrichment activities in arts, music, social development/teambuilding games and various computer applications;
  - Plan short- and long- term development of the programs;
  - Integrate the philosophy and goals of the program in relation to the developmental stages, health and safety, and cultural and linguistic diversity of the children;
  - Assist in developing and supervising the procedures for strengthening parent relationships program by communicating proactively with parents on a regular basis, conducting orientations, parent-teacher conferences, and other parent engagement strategies;
  - Supervise afterschool programs to ensure delivery of quality services;
  - Develop and manage partnerships and services with external organizations;
  - Implement program assessments and track results to gauge student performance and program impact; and
  - Keep current on new trends, ideas and issues in education, afterschool programs, and youth development.
- **Provide staff and volunteer supervision and coaching for the day to day operations of afterschool programs:**
  - Meet with program staff and volunteers on a regular basis to review progress, provide coaching, communicate expectations, and coordinate services and activities;
  - Conduct program observations and assessments and provide staff and volunteers with feedback and coaching; and
  - Oversee and provide consultation with the teaching staff in the curriculum planning, classroom management, and the day-to-day program operation.



**Duties / Responsibilities continued:**

- **Attend relevant meetings, trainings, events and activities; and**
- **Perform other related duties as assigned by the Senior Manager.**

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

- A Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University
- At least two (2) years of instructional (classroom) experience in working with children, adolescents, and families from various socio-economic and cultural backgrounds;
- At least two (2) years of instructional experience in the operation of after-school programs and/or academic programs;
- 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:  
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:**

- **Bilingual capacity (English/Spanish) preferred;**
- 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.

**SUBMIT AN APPLICATION**