



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 (Temporary Full-time – 40 hours weekly, Non-exempt)

Unit: Youth Services
Posting Date: 4/11/18

Reports To: Senior Manager
Salary: \$29,000 – \$32,000 annually DOE

Positions Available: 1

Summary: Under the direction of the Senior Manager, the Middle School Instructor is a direct service position responsible for developing, facilitating, coordinating, implementing and supervising academic and enrichment services targeting at-risk middle-school age youth. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a temporary 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 managing volunteers to ensure quality of services.
 - Developing and facilitating academic, enrichment, and life skills curricula for middle-school age youth on topics including (but not limited to): career preparation, socio-emotional development, life skills, and high school and college preparation.
 - Recruiting and coordinating guest speakers when appropriate.
 - Communicating with the school staff and parents regarding student achievement and/or areas of concern.
 - Reporting on an ongoing basis to the Senior Manager on the 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.
 - Preparing and submitting monthly reports on planned tasks/curriculum, expected results, and timeline(s) of activities along with the program's monthly calendar.
- **Recruit and outreach to target population for participants and volunteers.**
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Senior 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.
- **Bilingual capacity (English/Spanish or English/Korean), required.**
- 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.



- Strong commitment to working with a multi-cultural community.
- 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.
- 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.
- Physical requirements: able to hear a child calling for help, able to see a child on the playground, able to sit and stand 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).
- Certification in CPR (Youth & Adult) and First Aid training.
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance.

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