



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 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.

Elementary School Program Lead (Full-time, Non-exempt)

Unit: Youth Services
Posting Date: 07/06/18

Reports To: Senior Manager
Salary: \$34,000 – 38,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Senior Manager, the Elementary School Program Lead is a position responsible for providing programmatic oversight of the Elementary Tutorial Program (ETP) and for the supervision, facilitation, coordination, and implementation of services and programs for all eligible individuals and families. They will be responsible for submitting monthly and annual reports, as well as meeting contractual goals and ensuring that agency and program expectations are met as agreed upon with the Senior Manager. 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 August 1, 2018.**

Duties / Responsibilities:

- **Coordinate and facilitate academic services for elementary-school age youth:**
 - Outreaching, enrolling and maintaining at least 40 elementary school-aged children and families throughout the school year and up to 90 in the summer as well as tracking client's progress (staff must file and organize all original documents, assessments, sign-in sheets, forms, case notes, and reports).
 - Developing, implementing and updating program curriculum, including academic support services and enrichment activities in arts, music, social development/teambuilding games and various computer applications.
 - Assisting in planning short- and long-term development of the programs.
 - Integrating the philosophy and goals of the program in relation to the developmental stages, health and safety, and cultural and linguistic diversity of the children.
 - Assisting in developing and supervising the procedures for implementing a parent participation program by conducting parent-teacher conferences.
 - Providing instructional activities and support to elementary-school age youth.
 - Supervising participants to ensure quality of services.
 - Communicating and developing relationships with parents to support student growth and success.
 - Developing and managing partnerships with external organizations and ensuring compliance with all other third party contractors.
 - Implementing program assessments and tracking results to gauge student performance and program impact.
 - Staying informed on new trends, ideas and issues in education, afterschool programs, child development, and volunteerism.
 - Reporting to the Supervisor on progress.
- **Provide staff and volunteer supervision and coaching for the day to day operations of afterschool program:**
 - Meeting with program staff on a regular basis to review progress, providing coaching, communicating expectations, and coordinating services and activities.
 - Conducting program observations and assessments and providing staff with feedback and coaching.
 - Overseeing and providing consultation with the teaching staff in the curriculum planning, classroom management, and the day-to-day program operation.
 - Overseeing, coaching, and training volunteers in their roles supporting program activities.
 - Providing regular program and personnel updates to the Senior Manager.



Duties / Responsibilities continued:

- **Attend relevant meetings, trainings, community events and activities.**
- **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.
- Knowledge and/or experience working with youth and adults from various socio-economic and cultural backgrounds.
- Knowledge and/or instructional (classroom) experience in working with children, adolescents, and families from various socio-economic and cultural backgrounds.
- Knowledge and/or instructional experience in the operation of after-school program(s) and/or academic program(s).
- **Bilingual capacity in Korean/English.**
- Ability to work collaboratively with others and a willingness to participate fully in the 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.
- 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:

- 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.

[SUBMIT AN APPLICATION](#)