



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 (Temporary Full-time, Non-exempt)

Unit: Youth Services
Posting Date: 03/22/2019

Reports To: Youth Services Manager
Salary: \$13.75 – 15.00 hourly DOE

Positions Available: TBD

Summary: Under the direction of the Youth Services Supervisor and the Youth Services Manager, the Elementary Summer Day Camp Instructor is responsible for the supervision, facilitation, coordination, and implementation of academic support services and enrichment activities for K-5th grade students in KYCC's summer day camp program. 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 on 6/3/2019 and ending on 8/9/2019.**

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for 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 implementing lesson plans.
 - Utilizing agency curriculum as assigned.
 - Overseeing classroom management and classroom volunteers.
 - Communicating with parents regarding student achievement and progress.
 - Providing programmatic oversight and management of interns and volunteers.
 - Transporting youth utilizing agency vehicles.
 - 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.
 - Preparing and submitting internal unit monthly reports.
- **Provide responsible handling of Summer Day Camp vehicle and transportation of school-aged children by:**
 - Driving/abiding by all California State vehicle laws.
 - Driving route from/to KYCC site to/from Summer Day Camp site – picking up and dropping of student passengers at established stops on the route.
 - Performing pre and post trip inspections of vehicle to ensure that vehicle is road worthy and that all safety devices (i.e. seat belts) are in good working order.
 - Attending and participating in safety meetings.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Youth Services Manager.**



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

- A Bachelor's degree in Education, Sociology or other-related field from an accredited College or University –OR– an AA degree AND two years of experience working with academic programming.
- 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 summer program(s) and/or after-school program(s).
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multicultural community.
- Demonstrable working knowledge of the use and operation of personal computers.
- 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 and fingerprinting clearance (Live Scan).
- A valid Class C and/or Class B California Driver License, access to a personal automobile and proof of auto insurance.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing 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:

- Bilingual capacity (English/Spanish AND/OR English/Korean).
- Certification in CPR and First-Aid training.

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