



## EMPLOYMENT OPPORTUNITY

The goal of KYCC's Youth Services is to nurture young people to be healthy, happy, and responsible, and to guide them to reach their full potential, in spite of life's challenges.

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.

### Youth Services Instructor (Middle & High School) (Full-time, Non-exempt)

**Unit:** Youth Services  
**Posting Date:** 2/26/2021

**Reports To:** RISE Program Lead  
**Salary:** \$16.00-17.00 hourly, DOE

**Positions Available:** 1

**Summary:** Under the direction of the Rise Program Lead, the Youth Services Instructor is responsible for the supervision, facilitation, coordination, and implementation of academic support services and enrichment activities for 6-12<sup>th</sup> grade students in KYCC's RISE Youth Program, held at KYCC's Menlo Family Center (1230 Menlo Ave). Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Some evening and weekend hours may be required for special events but working days will generally be Monday-Friday. This is a full-time, non-exempt position, working 40 hours a week. Some evening and weekend hours may be required for special events. **(Some duties may not apply due to COVID-19.)**

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

- **Coordinate and facilitate academic and enrichment services for middle and high school-aged youth by:**
  - Providing instructional activities, homework assistance, and support to youth.
  - Supervising participants to ensure safety and quality of services.
  - Coordinating and facilitating academic and extracurricular 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.
  - Transporting youth utilizing agency vehicles.
  - Reporting to the Supervisor on 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 agency vehicle and transportation of school-aged children by:**
  - Driving/abiding by all California State vehicle laws.
  - Driving route from/to KYCC site to/from outing/event sites – picking up and dropping off 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 RISE Program Lead and/or Youth Services Manager.**



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

- Some college experience/credits AND one(1) year experience working with youth in academic settings.
- 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's 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:**

- Certification in CPR and First-Aid Training.
- Bilingual Capacity in English/Korean AND/OR English/Spanish.

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