



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.

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

Unit: Youth Services
Posting Date: 4/6/2021

Reports To: Youth Services Manager
Salary: \$17.50-18.50 hourly DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Youth Services Manager, the Elementary Program Lead is responsible for the supervision, facilitation, coordination, and implementation of academic support services and enrichment activities for K-5 grade students in KYCC's Menlo Elementary Afterschool and Summer Programs. This position will require both online and on-site/in-person services. Current program schedule is Monday-Friday, 9:30am-6:30pm, with some evening and weekend hours that may be required for special events. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position working 40 hours a week.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for middle and high school-aged youth by:**
 - Outreaching, enrolling and maintaining at least 20 elementary school-aged children and families throughout the school year and summer months (staff must file and organize all original documents, assessments, sign-in sheets, forms, case notes, and reports).
 - In collaboration with the Youth Services Manager, 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.
 - Developing and implementing lesson plans.
 - 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.
 - Transporting youth utilizing agency vehicles.
 - Reporting to the Youth Services Manager on progress.



- **Provide staff and volunteer supervision and coaching for the day-to-day operations of program by:**
 - Meeting with program staff on a regular basis to review progress, provide coaching, communicate expectations, and coordinate services.
 - Conducting program observations and assessments and providing staff with feedback and coaching.
 - Overseeing and providing consultation with the teaching staff for curriculum planning, classroom management, and the day-to-day program operations.
 - Overseeing, coaching, and training volunteers in their roles supporting program activities.
 - Providing regular program and personnel updates to the Youth Services Manager.
- **Prepare and complete internal program reporting and assigned external contractual reporting 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.
- **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):

- Minimum of one(1) year of college completion AND one(1) year of youth programming experience.
- 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).
- 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).
- Physical requirements: Able to hear a child calling for help, able to see a child on the playground, able to sit for long periods of time; seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and the public; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Certification in CPR and First-Aid Training.
- A valid Class C and/or Class B California Driver's License, access to a personal automobile and proof of auto insurance.

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