



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 more than 45 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 (Part-time 30 hrs/ wk, Non-exempt)

Unit: Youth Services
Posting Date: 8/03/2022

Reports To: Youth Services Manager
Salary: \$18.00-19.00 hourly

Positions Available: 1

Summary: Under the direction of the Youth Services Manager and the Middle and High School Programs Coordinator, the Middle School Program Instructor is responsible for the coordination and implementation of academic support services and enrichment activities for Middle School students at KYCC's Menlo Middle School Program. This position will require on-site/in-person services. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a part-time, 30 hour per week, non-exempt position. Typical work hours will be 11:30-6:30 PM, Monday through Friday. Some evening and weekend hours may be required for special events. Full COVID-19 vaccination is required.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for middle school-aged youth 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.
 - Communicating with parents regarding student achievement and progress.
 - Providing programmatic oversight and support for volunteers.
 - Reporting to a supervisor on the progress.
- **Prepare & submit assigned internal & 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.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Youth Services Manager and Middle and High School Programs Coordinator.**



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

- Minimum of one year of college completion and one 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 multi-cultural 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 a 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 public; sitting for extended periods of time; 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 and/or Class B California Driver License, access to personal automobile, and proof of auto insurance.

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