



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 over 45 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Elementary Academic Instructor (Part-time 30 hrs/wk, Non-exempt)

Unit: Youth Services
Posting Date: 9/29/2022

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

Positions Available: 1

Summary: Under the direction of the Youth Services Manager, the Elementary Academic Instructor is responsible for the coordination and implementation of academic support services and enrichment activities for K-5 grade students in KYCC's Menlo Elementary Afterschool 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, non-exempt position, working 30 hours a week. Typical work hours will be 11:30am-6:30pm, Monday through Friday. Some evening and weekend hours may be required for special events.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for school-aged children by:**
 - Providing instructional activities, homework assistance, and support to the children.
 - Supervising participants to ensure safety and 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 support for volunteers.
 - 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.
- **Attend relevant meetings, trainings, events and activities.**
- **Perform other related duties as assigned by the Elementary School Program Coordinator and/or 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 academic 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).
- 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)
- 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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