



EMPLOYMENT OPPORTUNITY

Koreatown Youth and Community Services (KYCC) has been serving our diverse community since 1975 and remain committed to meeting the needs of the multicultural Koreatown community. KYCC was founded on serving youth, with the Youth Services Program serving as the agency's flagship. Youth Services staff work with and encourage students ages 5 to 14 to find their passion by patiently supporting them academically as well as socially and emotionally to unlock student's 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 individual to join our team.

Youth Services Instructor (Full-time, Non-exempt, Temporary)

Unit: Youth Services

Reports To: Youth Services Manager

Posting Date: 5/01/2025

Open Positions: 3

Salary Range: \$22.00 - \$25.00 hourly

YS I: \$22 - \$24 per hour DOE

YS II: \$25 per hour DOE

Summary: The Youth Services Instructor is responsible for coordinating and implementing academic support services and enrichment activities for either Elementary or Middle School students during Youth Services seasonal camps. Classroom assignment and site location are determined based on current staffing needs.

The instructor helps students excel at the coursework and develops activities that build teamwork, confidence, and character. The position requires on-site, in-person student instruction, and supervising both student and any community or youth volunteers assisting with classroom support. Typical work hours consist of eight-hour shifts scheduled between 8:30 AM and 6:30 PM, Monday through Friday. Evening and weekend hours are required for special events and field trips. ***This is a temporary, full-time, non-exempt position from June 9, 2025 to August 8, 2025.***

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services by:**
 - Providing instructional activities and support to the students.
 - Supervising students during all program activities, including outdoor play, recreation time, and off-site activities such as field trips, as needed.
 - Planning, coordinating and facilitating academic and enrichment services.
 - Developing and implementing lesson plans.
 - Utilizing agency curriculum as assigned.
 - Managing classroom behavior and creating a positive learning environment.
 - Communicating with parents/guardians regarding student achievement and progress.
 - Providing general program oversight and contributing to continuous improvement efforts.
- **Prepare and complete internal program reporting and assigned external contractual reporting by:**
 - Monitoring, reporting, and documenting student and program performance metrics.
 - Recording student attendance.
 - Conducting student assessments and collecting other student data to assess students' strengths and areas needed support.
 - Preparing and submitting internal unit reports.
- **Attend relevant meetings, trainings, events and activities.**
- **Other duties as assigned by Supervisor or Youth Services Manager.**



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).
 - YS Instructor I: At least 1-4 years of experience (\$22.00 - \$24.00/hr)
 - YS Instructor II: 4+ years of teaching experience and valid teaching credentials (\$25.00/hr)
- 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-directed with the ability to work independently as required.
- Proof of passing a TB test (if completed within a year).
- 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 and standing for extended periods of time; and dexterity of hands and fingers to operate office equipment; ability to lift up to 40 lbs.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION