



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 offers elementary and middle school after-school programming at two sites (Menlo 90006 and Wilton 90005).

Youth Services Instructor (Part-time 30 hrs/wk, Non-exempt)

Unit: Youth Services
Posting Date: 07/03/2025

Reports To: Youth Services Coordinator
Salary: \$22.00 - \$24.00 hourly DOE

Positions Available: 1

Summary: The Youth Services Instructor is responsible for the coordination and implementation of academic support services and enrichment activities for either Elementary or Middle School students. Classroom assignment and site location is contingent upon the staff vacancy.

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 student and community volunteers who support the student's growth through one-on-one assistance and classroom support. This is a part-time, 30 hour per week, non-exempt position during the academic school year. Scheduled work hours are 11:30 AM to 6:30 PM, Monday through Friday. Some evening and weekend hours may be required for special events and field trips. The position becomes full-time during the summer. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties / Responsibilities:

- **Coordinate and facilitate academic and enrichment services for students by:**
 - Providing instructional activities and support to the students.
 - Supervising students 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.
- **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.**
- **Perform other related duties as assigned by supervisor or 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).
- 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 (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 for extended periods of time; and dexterity of hands and fingers to operate office equipment.

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