



Job Title: Program Leader

Status: Part Time Hourly

Reports To: Site Coordinator, Assistant Site Coordinator, Program Manager, Associate Director
Expanded Learning

Salary: Starting from \$19.00 - \$21.00 per hour

Job Summary:

Under the general direction of the Site Coordinator and with support from the Program Manager and Assistant Program Manager the **Program Leader** provides direct leadership in conducting a culturally responsive academic enrichment program to assist children in language arts, math enrichment, social development, and homework help/tutoring. The Program Leader encourages student success and self-esteem using materials and curriculum provided by the program such as sports and games, STEAM (science, technology, engineering, arts, math), visual and performing arts, and community building circles.

What we offer:

- Training opportunities, hands on experience for future teachers, counselors and social workers.
- Community collaboration and partnerships.
- Pathways to potential district employment and community based organizations.

Major Duties and Responsibilities:

- Uphold the mission, vision, and core values of the Youth Alliance.
- In coordination with the Site Coordinator and Program Manager and Assistant Program Manager, serve as an active member of the after school program team, which includes developing and maintaining a safe, orderly, fun, and supportive learning environment in which children thrive.
- **With the guidance and assistance from the Site Coordinator, PM, and APM, plan, implement, and participate in developmentally appropriate curriculum for groups of children including homework and tutoring assistance, and enrichment and recreation activities.**
- Direct students into safe activities and in the development of beneficial social behavior using positive reinforcement strategies and techniques.
- **Actively participate in staff development workshops and other staff meetings that are designed to contribute to personal and professional growth and program success.**

- Manage classroom operations, including completing attendance reports, student or program evaluations, and other reports as assigned.
- Communicate program, supply, or student concerns to the Site Coordinator in a timely manner.
- Maintain accurate, up to date records on the behavioral and health concerns, for each child throughout participation in the program.
- **Develop professional and positive relationships with the children, parents, and volunteers, as well as school and program staff or community partners through consistent, culturally competent, and professional communication.**
- Coordinate assistance of assigned youth and adult volunteers in the delivery of the curriculum by providing specific instructions and feedback. Report any concerns to the Site Coordinator as soon as possible.
- Monitor student's academic performance and attendance through regular communication with students, parents, school staff, and the Site Coordinator.
- Conduct evaluations and implement recommendations from periodic program evaluations.
- Assist the Site Coordinator with developing, conducting, and supervising events such as field trips or special activities to improve student success and the well-being of program participant families.
- Participate in advocacy, special events, or fund development opportunities to raise awareness and resources of agency services and programs for youth.
- Ensure that the program meets attendance goals by assisting with recruitment of youth and in implementing an on-going recruitment plan.
- Assist in administering a daily nutritional snack.
- Ensure work areas are orderly and clean at the end of each session.
- Administer first aid, if necessary and seek assistance for serious illness/injury.
- Implement applicable district, agency, and all grant policies and regulations.
- **Arrive on time for scheduled work shifts and perform work duties for the entire shift.**
- Perform other related duties as assigned.

Requirements:

- **Preferred requirements:** a minimum of 48 college credit units or an Associate's degree.
- **Minimum requirements:** High School Diploma or GED. Must be able to pass the Instructional Aide Test.
- **Bilingual English/Spanish** is preferred.
- Passion for helping school-aged children to achieve academic and personal success.

Employment Standards:

- Training and Experience: Any combination of training and experience that would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or the equivalent of a high school education; one year of paid or volunteer experience working with children in an educational environment or child care setting. A year of college with course work in Psychology, Child Growth and Development, or Education may be substituted for the one year of experience working with children.
- Knowledge: Knowledge of elementary education concepts, child growth and development and child behavior characteristics and atypical child behavior characteristics; knowledge of

community needs and resources; application of curriculum and instructional objectives for children; positive student behavior management techniques and strategies; English usage, punctuation, spelling and grammar; basic arithmetic concepts, simple record keeping, record management and computer usage. Bilingual English/Spanish desired.

- **Abilities:** Ability to instruct and plan learning activities under the guidance of the school or Program Manager; perform simple clerical tasks and operate standard office machines, communicate, understand and carry out oral and written directions; ability to work with communities and families of diverse cultural and economic backgrounds, demonstrate an understanding, patient and receptive attitude toward children; meet requirements associated with the tasks outlined in the position description; establish and maintain effective work relationships with those contacted in the performance of required duties. Must have reliable transportation.
- **Physical Demands/Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands and fingers, handle, or feel objects, tools, or controls; stoop, kneel, crouch or crawl. Also required to climb, push, and pull. The employee must occasionally lift and/or move up to 35 pounds. Assistance is required above this amount. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
- **Licenses and Certificates:** A valid First Aid and CPR certificate may be required.
- **Special Requirements:** Fingerprinting/Background Check and TB Test as required by school district to work with children in a school setting. Must be able to meet the minimum district professional requirements, as needed, such as pass the basic competency exam for Instructional Aides.
- **Acknowledgement & Receipt:** I acknowledge that I have received, read, and sought clarification of any questions I have regarding the contents of this job description.

To Apply:

Please submit/upload the following documents:

- **Cover Letter**
- **Resume**

Position open until filled. We will be reviewing applications as they are received.

Youth Alliance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including

physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). Youth Alliance complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Youth Alliance strongly encourages people of color, women, and LGBTQ applicants to apply.

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