

**Company/Organization:**

LEARN

**Location:**

Whittier

**Full/Part Time:**

Part-Time

**Closing Date:**

June 13, 2017

PLEASE READ ENTIRE DESCRIPTION BEFORE SENDING RESUME AND COVER LETTER.

Candidates who meet the requirements and experience will receive an indeed email. Candidates who do not meet the requirements will not be considered.

**JOB TITLE:** After School Program - Substitute Youth Leader

**SUMMARY OF POSITION** Substitute Youth Leaders may work at different LEARN program sites throughout LEARN's service area and receive their assignments based on their availability.

A Substitute Youth Leader will be called upon to fill-in for a needed assignment. Under the direction of a Site Coordinator, Substitute Youth Leaders work directly with an assigned class of approximately 15-22 students in academic, recreational, and/or enrichment activities. A Substitute Youth Leader ensures the safety of the students while following a prescribed program plan, which may occur during school, after school, and occasionally on weekends

**DISTINGUISHING FEATURES:** ASPIRE Program: A Substitute Youth Leader in the ASPIRE program may work with students from Kindergarten to 8th grade on age appropriate academic, recreational, and/or enrichment activities. Programming typically occurs after school from 2:00pm – 6:00pm, with the exception of Thursdays which are early release between the hours of 12:45pm and 1:15pm and occasionally on weekends between the hours of 7:00am-12:00pm.

**PREP Program:** A Substitute Youth Leader in the PREP program works with high school students in academic, recreational, and/or enrichment areas. Programming typically occurs after school from 2:00pm – 6:00pm, and occasionally on weekends.

**GEAR UP Program:** A Substitute Youth Leader in the GEAR UP Program works with an assigned group of students to deliver age-appropriate activities focused on college readiness. Programming typically occurs during the school day from 8:00am – 3:00pm, and occasionally on weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead a group of assigned students in an academic, recreational, or enrichment activity;
- Ensure the supervision and safety of assigned students at all times during program hours;
- Provide instruction in academic or enrichment activity using materials provided by the program;
- Provide small-group tutoring and/or homework assistance;
- Serve as a positive adult role model for children in the program through appropriate dress, speech, and attitude;
- Arrives punctually in order to meet responsibilities on site;
- Engage youth by following, implementing, and assisting in lesson plans;
- Assist in set up, break down, and ongoing maintenance in an effort to keep the program site clean and organized;
- Promote positive interactions between students, in accordance with child safety guidelines;
- Communicate student needs to Site Coordinator, teachers, school administration and parents as appropriate;
- Ensure program requirements are met on a daily basis, such as checking students in/out on the Daily Attendance Roster as well as the distribution and consumption of healthy snacks;
- Other duties as assigned.

MINIMUM REQUIREMENTS & QUALIFICATIONS Education & Experience:

Graduation from High School; and, a passing score on the district examination for Instructional Assistants;  
Or

Graduation from High School; and, two years of college coursework.

Notes:

Two years of college coursework is equivalent to 60 units.

Experience working with youth in an educational setting is strongly desired.

Knowledge, Skills, and Abilities:

Interest in working with, mentoring, and tutoring at-risk youth;

Ability to communicate effectively with students, parents, peers, school staff and others;

Ability to effectively tutor students in assigned subject(s);

Ability to work as part of a team and act as a positive role model for students;

Ability to write basic reports summarizing events;

Language & Computer Skills:

The ability to speak Spanish or Mandarin is desired at many of our school sites;

Competence with Microsoft Office: Word, Excel, and PowerPoint.

Physical Skills:

Must be able to lift and carry small loads (up to 25 lbs.) and stand for prolonged hours.

Additional Requirements:

Must complete Live Scan - Department of Justice and FBI Criminal Background Check

TB Test (must be administered within the last 5 weeks upon hiring date)

Must be willing to work some evenings and weekends;

Must be willing and able to travel anywhere in the region LEARN serves for a job assignment, off-site meetings, trainings, and events.

Must be eligible to accept all job assignments.

To apply:

Please SUBMIT an UPDATED resume AND cover letter. Candidates who do not submit BOTH will NOT get considered.

\*\*Recruitment Coordinator typically responds within 24 hours. (NOT INCLUDING WEEKENDS)

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**Link To Apply:**

<http://learnla.org/jobs/>