



JOB ANNOUNCEMENT

Position: Program Leader
Program: Prime Time Extended Day Program
Reports to: Program Supervisor
Salary: \$11.50 p/hour
Hours: Part-time, up to 24 hours/week
(School runs on a traditional academic calendar September-June;
hours are Mon, Tues, Weds, Fri 1:45pm-6:00pm, Thurs 12pm-6pm, (1
morning shift required
6:30am-8:00am)

Background:

The position serves the Union of Pan Asian Communities (UPAC) Mason Elementary Prime Time Extended Day Program. The program is part of UPAC's Children and Youth Development Services, and is funded through a contract with the San Diego Unified School District. The Mason Elementary Prime Time Extended Day Program provides: 1) basic academic tutoring in reading, math and science, 2) fun projects in core curriculum subjects, 3) arts and culture, 4) sports and games, 5) nutrition education and cooking, 6) inter-generational projects, and 7) mentorship activities. This project targets participants of Mason Elementary Prime Time Extended Day Program.

Duties and Responsibilities:

- Under the supervision of the Site Coordinator, the Youth Activities Leader works in conjunction with other Youth Activities Leaders, Site Teacher, volunteers, parents and students to support safe and nurturing before and after school activities.
- Provides extra-curricular enrichment activities (listed above).
- Provides simple, accurate academic assistance to youth in the areas of math, science, and reading; however, may also be requested to assist in other student homework, as needed.
- Ensures safety of students, especially during program hours.
- Assists Site Coordinator in ensuring that program continues to be in compliance of school, city and agency contracts and guidelines.
- Attends regular staff meetings, as it pertains to the Prime Time Extended Day Program.

Qualifications:

- Must pass CAPE test prior to employment.
- Minimum High School Diploma or equivalent; some college preferred.
- Knowledge and experience in working with youth and families of diverse ethnicities and backgrounds. Experience with youth on the autism spectrum
- Patience and ability to adapt quickly.

- Knowledge of the community of Mira Mesa desired.
- Must pass CPR/First Aid certification within 30 days of employment.
- Ability to work efficiently and harmoniously with school staff, parents, and youth.
- Ability to keep up with energetic youth during activities.
- Ability to problem solve quickly and to adapt quickly to changing situations with patience.
- Must pass Live Scan background check prior to employment.
- Must have clear TB test prior to employment.

Additional Education which is a Plus:

- Fluency in Spanish, Pilipino, or Vietnamese, a plus.
- Knowledge of the Mira Mesa community.

Please e-mail, fax or mail your resume to:

UPAC - HR
1031 25th Street
San Diego, CA 92102

FAX (619) 232-4113

Email upacjobs@upacsd.com