THE Y VISION for 2020

The healthiest children in America will live in the Bay Area, building skills and habits for a healthy life, enabling them to reach their highest potential through the strength of the communities we serve, and make a valuable contribution to society.

POSITION SUMMARY

The Bayview YMCA seeking experienced, enthusiastic and creative individuals to lead youth-development focused after-school recreation, enrichment and academically rooted activities to Transitional Kindergarten through 1st Grade-aged children; middle school-aged youth; OR high school-aged teens. The ideal candidate has experience teaching one of these age groups.

Under the direction of the Site Coordinator, Program Leaders are responsible for development and facilitating recreation, enrichment and academically rooted activities programs and strengthening the program’s connection with students, families and school day staff. As team players, Program Leaders build and maintain strong and productive relationships with and among students, school staff, parents, the YMCA, and community members of the Bayview community. They should be adept at working in a fast paced environment with students of color and thinking fast on their feet.

ESSENTIAL FUNCTIONS

- Plan a project-oriented curriculum to support youth’s social-emotional, academic, and physical success by:
  - Incorporating the five supports and opportunities of Youth Development Theory and Practice: safety, youth participation, skill building, community involvement, and relationship building;
  - Developing and leading a comprehensive curriculum that embeds high quality skill-building through activities that are sequenced, active, focused, and explicit; and
  - Planning regular, creative literacy-based activities that allow youth to build listening, speaking, reading and writing skills and leadership abilities through the class content.
- Prepare and organize teaching materials, including a long-term plan, unit plans and daily lesson plans.
- Organize teaching materials and prepare lessons for each class.
- Lead an academic hour focused on boosting youth’s academic achievement and strengthening their study skills.
- Attend all training sessions throughout the year and weekly staff meetings.
- Supports meeting the required average daily attendance of the program by effectively recruiting and retaining youth by:
  - Creating and distributing flyers;
  - Builds relationships with families and community leaders;
  - Collecting and organizing all paperwork required for registration; and
  - Maintaining information in database.
- Assist in evaluating program effectiveness by participating in the QAP and YPQA processes.
- Maintain professional attitude and work ethic.
- Support overall program logistics through coordination of activities, parent communication, and other duties as assigned.
● Proactively connect with school-day staff and teachers.
● Participate in ongoing professional development throughout the year.
● Comply with the Bayview Y’s policies and procedures, and laws pertaining to the operation of the Bayview Y.
● **Perform other duties as required.**

**MINIMUM QUALIFICATIONS.**

Essential qualifications include, but are not limited to:

● S/he must be at least 21 years of age.
● Bachelor degree preferred
● A commitment to providing young people with the highest-quality youth development experience.
● Two or more years experience working with multi-ethnic, multi-cultural lower elementary-aged children.
● Passion for social justice and knowledge of the Bayview Hunters Point community, its residents, and a desire to make a difference
● Strong understanding of the theory and practice of youth development.
● Experience teaching specific content area(s).
● Ability to engage with middle school youth and build meaningful relationships with them.
● Team player with proven ability to work with people from a variety of different ethnic, socio economic, educational, religious, sexual and generational backgrounds.
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● Bilingual skills in Spanish, Cantonese, Tagalog preferred.
● Background/Fingerprint/TB Clearance.
● Provide documentation that meets SFUSD Instructional Aid requirement or take equivalency exam.

**WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

● Must be able to lift up to 25lbs and be comfortable with standing for long periods of time.
● You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
● All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.
● Ability to move freely through the community.
● Must be willing to work evenings and weekends as needed.

**EFFECT ON END RESULTS**

1. **Attend** staff meetings and trainings as required.
2. All other duties as assigned by your supervisor.
3. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
4. **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff

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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. We encourage women and people of color to apply.
ACKNOWLEDGEMENT

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

________________________________________  __________________________________________  ________________
Employee’s Printed Name     Employee’s Signature     Date

________________________________________  __________________________________________  ________________
Supervisor’s Printed Name  Supervisor’s Signature  Date