Job Description
After School Program Safety and Support Lead

Overview:
Real Options for City Kids (R.O.C.K.) is an award-winning nonprofit providing hope for children and youth in San Francisco’s Visitacion Valley. R.O.C.K. employees make a positive impact with youth every single day. Our mission is to nurture the healthy development of children by providing opportunities to those who might not otherwise have access to a range of positive programs.

At R.O.C.K., we serve more than 500 children (ages 6-17) with a framework that develops strong social and emotional skills, develops strong academic behaviors and broadens horizons. Start changing youth lives forever, today!

Job Title: Safety and Support Lead

Pay: $17.50 - $22.00/hour depending on experience

Hours: 20-30 hours/week during the school year, with potential to continue working over the summer
   • M, T, W,F - 1:30 pm - 6:30 pm
   • TH - 12:30 pm - 6:30 pm

Site: Visitacion Valley Elementary School (K-5 grade) - 55 Schwerin St, San Francisco

Primary Responsibilities:
● Monitor the hallways and assist with students getting to their destination.
● Adhere to building and grounds safety protocols to assure safety of school
● Ensure pick up protocols are followed at student pick up.
● Immediately inform the Program Coordinator of any concerns with the safety and support of our youth and/or staff
● Maintain appropriate professional boundaries with children, staff, and families
● Communicate daily with families regarding events, student circumstances, and community updates
● Demonstrate sensitivity and responsiveness to cultural differences
● Perform any additional duties as assigned by the Program Coordinator
● Serve as a leader and role model to youth
● Responsible for setting up and cleaning up of certain program spaces
● Develop positive relationships with students, teachers, and staff
● Maintain communication with Program Coordinator and Beacon Director
● Attend all scheduled program events
● Assist in planning program wide celebrations
● Attend bi-weekly check-in meetings with supervisor, dates and times TBD and in addition to weekly hours
● Attend weekly staff meetings; TBD and in addition to weekly hours
Requirements:

- One year of experience in working with children
- Desire to work with underserved children
- Reliable means of transportation to and from program
- Bilingual in Spanish, Cantonese and/or Samoan is a plus
- 48 college credits from an accredited college or university or successful completion of the Instructional Aide Exam (administered after hire)
- Provide proof of a negative TB screen within the past four years
- Candidates must go through a background check after a conditional offer is made
- Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction record

HOW TO APPLY
Check out www.rocksf.org to make sure R.O.C.K. is a good fit. Send an email to jobs at rocksf.org with “After School Position” in the SUBJECT line and attach the following:

- Cover letter (no more than one page, single spaced) telling us about what drew you to R.O.C.K. and which activity/class you would like to lead
- Resume
- Contact information for 3 references

R.O.C.K. is an incredible organization and we hope to be able to serve you on your career path! Apply today!