Job Posting:

After-School Program Coordinator for Middle School Aged Youth

West Bay is the oldest Filipino-led non-profit in Northern California. Its mission is to provide youth and families with services to be whatever they want to be. Our after school program is an extended family for many recent immigrant families in SoMa. We are looking for program coordinators who have experience working with young people to support their overall development. COVID vaccine and weekly COVID testing will be required.

**Job Duties & Description:**
- Tutor and help youth with homework completion
- Develop and lead daily academic and enrichment activities
- Engage with parents, school teachers and youth support systems on a regular basis
- Support and/or assist other program coordinators within the organization
- Maintain a safe environment for participants
- Attend weekly staff meetings
- Support youth through trauma informed lens and cultural sensitivity

**Job Qualifications:**
Possess a high school diploma or equivalent
B.A. or B.S. undergraduate or masters students preferably majoring in child development, teaching, social work or other youth development related field

This is a part time, non-exempt position. Pay will be based on experience: $23-$25/hour. The Youth Program Coordinator will work 25-40 hours a week, Monday-Friday 10:00am-7:00pm. Hours worked on a daily basis may vary and work schedule will be in line with the SFUSD academic calendar.

Please send resumes and cover letters to: info@westbaycentersf.org