



West Bay Filipino Multi Service Center

154 7th Street, San Francisco, CA 94103

(415) 431 6266

www.westbaycenter.org

After-School Program Coordinator for Elementary 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. We work with many at-risk youth in the South of Market Area (SoMa). Although we are historically a Filipino organization, we work with all youth of various ethnic backgrounds. Our programs focus on the Trauma Informed Care Model, emotional regulation, and building trusting and caring relationships. We are looking for program coordinators who have experience working with young people to support their overall development.

Job Duties & Description:

- Support youth through a Trauma Informed Lens and Cultural Sensitivity
- Build safe and trusting relationships with youth
- Help youth with emotional regulation
- 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
- Attend weekly staff meetings

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 full time, non - exempt position. Pay will be based on experience: \$25/hour. The Youth Program Coordinator will work a maximum 40 hours a week, Monday-Friday 9:30am-6:30pm. Hours worked on a daily basis may vary and work schedule will be in line with the SFUSD academic calendar. There is a 90 day probation period with the option of health benefits following the 90-day period. Your direct supervisors will be the K-5 Academic Support Liaison and K-5 OST Program Manager.

Please send resume and cover letter to: anne@westbaycentersf.org