



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement:	August 15, 2022
Agency:	All Peoples Community Center
Job Title:	Youth Activity Coordinator (Off Sites)
Salary Range:	\$16.04 - \$17.00 per hour (20 hours per week)
Closing Date:	Position will remain open until filled
Start Date:	Immediately
Program:	Tomorrow's Leaders After-School Program
Send Resume:	Deisy Hernandez jobs@allpeoplescc.org

All Peoples after-school program promotes academic achievement, leadership and healthy social development amongst the participants that we serve. The goal of the after-school program is to ensure that our youth have the skills and knowledge necessary to graduate from high school and go onto college. We do this by providing youth with homework assistance, computer instruction, college and career planning, leadership and community awareness, drug and gang prevention, case management and anger management.

The Youth Activity Coordinator is responsible for overseeing the day-to-day activities of youth living at housing developments. All Peoples is looking for an energetic and creative person that is able to provide positive motivation to our participants. Additionally, this person must have strong leadership skills and be able to manage a classroom with students in different grade levels.

DUTIES AND RESPONSIBILITIES

- Provide on-going supervision of participants in the program
- Develop and implement daily after-school educational and recreational activities in the classroom (Including but not limited to: life skills, science, drama, music, dance, arts & crafts, cooking and other interests of students)
- Work with parents to encourage participation in Center activities and discuss progress and concerns related to the participants
- Maintain detailed records of participants and program activities
- Assist in maintaining the Site in an orderly and sanitary condition
- Perform additional duties as assigned by the Executive Director

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- AA degree or enrolled in college as junior preferred.
- Strong knowledge of English and Math principals, concepts, and ability to tutor students having trouble.
- Must be Computer Literate
- Ability to work Monday through Friday in the afternoons (between 2:30 pm – 6:30pm) and some Saturdays.
- Experience working with persons of different ethnicity and socio-economic backgrounds
- Must be creative, flexible, and energetic and enjoy working with children and youth
- **Bilingual in Spanish preferred**
- **Must be able to travel to different sites daily**
- Minimum driving requirement 23 years old / Valid California driver's license, automobile insurance, and an insurable driving record to be covered under Agency policy.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices in accordance with Federal and State regulations