



## **Position: Youth Development Specialist-After School Programs (K/1 instructor)**

### **Summary**

New Hope Community Development Corporation (NHCDC) is a Christian Non-Profit serving under-resourced schools in the Sacramento Region. NHCDC has started a before/after school program which provides tutoring, enrichment activities, and mentorship.

### **Position Summary**

The position reports directly to the Site Director and will coordinate with staff and volunteers to implement the daily activities of the program and promote a safe and positive learning environment for the children.

### **Qualifications**

1. Experience working in youth programs in socioeconomically/ethnically diverse communities (grades K-8). Preference for experience with grades K/1.
2. Ability to motivate and manage behavior, organize and supervise students and volunteers
3. Ability to manage classroom (1:20 ratio)
4. Minimum of 49 college units
5. CPR and First Aid certified
6. Experience with Recreational Activities

### **Position Specifics**

1. Approximately 17.5 hours per week for afternoon program from 2:30pm until 6:00pm (Monday-Friday)

### **Major Responsibilities**

#### **Program Management Support**

1. Implementation of program
2. Student registration/Attendance monitoring
3. Work directly with children and oversee daily activities
4. Supervise indoor and outdoor recreation
5. Provide role modeling and supervision
6. Provide tutoring support and coordination

#### **Volunteer Coordination**

1. Recruit, train, and supervise volunteers

**Communication/Administration**

1. Point of contact for communication students, volunteers, and parents
2. Manage arrival and dismissal procedures for children

**Salary**

Salary is \$10-12/hr depending on experience. No benefits.

**Contact**

Please submit resume and cover letter to the following email address: [enochy@gmail.com](mailto:enochy@gmail.com)