

Bay Area Community Resources (BACR) is looking for an energetic, highly motivated individual to work in our after school program in: [Oakland, CA \(Emerson Elementary and Futures Elementary\)](#).

Position Title: After-School Program Assistant
Reports To: BACR Program Coordinator
Commitment: Mid-August (year) to mid-June (year)(Full Academic School Year)
Work Days/Hours: Typical Program Hours: Monday – Friday 2:00pm to 6:00 pm and Wednesdays from 12:30-6:00pm
Compensation: \$ 16-17 per hour

Positions Available:

We are currently seeking committed and passionate After-School Program Assistant to support the Program Coordinator and the After School Program (ASP). Program Assistants will lead academic, physical, and enrichment activities and must be able to work with up to 20 youths during after school hours Monday through Friday

Qualifications:

- Must have an (a) Associate Degree or higher, or (b) 48 or more college units, or (c) pass Instructional Aide exam
- Must pass a criminal background check and TB test clearance
- Must be punctual and reliable
- Must be able to work every day during after school hours and commit to a full academic school year (hire date through mid-June) required for the position
- Must have experience working with youth
- Must have a general knowledge of core elementary/middle school subjects
- Must possess strong classroom and behavioral management skills
- Must be able to work independently or as a member of a team
- Must be able to communicate openly and in a professional manner with the program coordinator, students, parents, community partners, and after-school and school day staff
- Must maintain confidentiality and demonstrate a high degree of integrity
- Must be able to handle multiple priorities and strict deadlines.

Job Duties:

- Assist the Program Coordinator in all aspects of the day-to-day operation of the program at the school site, including: facilities management, attendance tracking and reporting, staffing, discipline, state/school requirements and compliance
- Assist in the coordination of student activities designed to address program goals
- Support program coordinator in supervision of the program
- Write lesson plans, use learning targets and instructional strategies, and support after-school staff in developing within these areas
- Clearly explain all instructions for the assignments given
- Provide homework and academic support for program participants
- Facilitate and plan academic skill-building activities based on students' skill levels and state educational standards
- Create, plan, and facilitate engaging enrichment and physical activities for students
- Promote a safe and positive emotional climate in the classroom

- Provide program support in areas as needed, including substituting in after-school classes
- Support students in developing the skills they need to be successful in school and life
- Actively supervise students to ensure their safety at all times
- Work with the coordinator and school site staff to strengthen the academic components of programming
- Coach and support after school staff in developing the skills to be successful instructors.
- Model positive and proactive attitudes, behaviors, and language to students and other staff
- Maintain appropriate, professional and kid-friendly speech, behavior and attire at all times

Administrative Duties:

- Maintain detailed and accurate records of attendance, volunteer hours, and service providers' schedules.
- Ensure all records are complete, organized and on file for 5 years.
- Communicate regularly with the coordinator
- Meet deadlines with consistency
- Submit monthly student attendance and student snack reports
- Ensure that all school facilities and equipment are left clean and organized after each use
- Attend and be an active participant in all trainings and team meetings

Essential Functions:

- Ability to lift and carry 25 pounds
- Ability to travel to required meetings
- Ability to work with Microsoft Office and Web based programs
- Ability to perform administrative tasks
- Ability to keep detailed records
- Ability to be punctual and reliable
- Ability to commit to a full Academic Year

Personal Qualities:

- A commitment to and strong belief in BACR's Mission, Organizational Values and Best Practices
- Able to set goals and prioritize when dealing with varying challenges and competing deadlines
- Able to be flexible when working with people and organizations with different viewpoints
- Creativity, enthusiasm and a dedication to Youth Development

Applicants **must** meet the above requirements to be considered for any ASP BACR position. If selected to be interviewed, you **must** bring in the following items to your interview:

- Proof of TB test Clearance
- Proof of a) Associate Degree or higher, or (b) 48 or more college units, or (c) pass Instructional Aide exam
- A completed BACR Application Form
- Resume

Bay Area Community Resources (BACR) promotes the healthy development of individuals, families and communities through direct services, volunteerism and partnerships in the San Francisco Bay Area.

BACR is an equal opportunity employer and encourages diversity. Visit our website at www.bacr.org.

How to Apply: Send Resume & Cover Letter to courtney.jackson@ousd.org with Subject Heading "Program Assistant"

NO PHONE CALLS, PLEASE!

