



Job Title: Program Leader
Department: After School Programs
Reports To: Site Coordinator
Classification: Non-Exempt – Part-Time
Benefits: Part-time Sick Accrual Benefit

THE ORGANIZATION

"Restoring at-risk neighborhoods one life at a time."

Located in central Santa Ana, KidWorks is a well-respected, very impactful, dynamically supported, community development, nonprofit organization founded in 1993 that serves over 800 children, youth and parents every week. We focus on a range of services for the community through preschool, after-school tutoring, leadership development, parent education, health and fitness programs. KidWorks operates out of a 10,000 square foot community center and three smaller satellite neighborhood centers in Santa Ana.

To learn more visit our website at <http://www.kidworksoc.org>

POSITION SUMMARY

Reporting to the Site Coordinator, the Program Leader implements programmatic elements of year round tutoring, educational instruction, and enrichment activities for students ranging from Kindergarten – 8th grades.

POSITION ROLES AND RESPONSIBILITIES

Program Implementation & Evaluation

- Organize and coordinate program elements
- Lead workshops and seminars as required
- Set up and break down program areas
- Supervise students and maintain a safe and enriching learning experience
- Maintain a positive interpersonal relationship with parents and guardians
- Aid in the coordination of periodic parent/community meetings and workshops

Administration

- Maintain files and database of youth and family information
- Track youth attendance and communicate with parents as necessary
- Complete all required reports and documentation

Volunteer Support

- Provide guidance and direction to volunteer staff to assist them in their volunteer duties

Special Events, field trips, and camps

- Attend and assist in planning of special events, field trips, and camps
- Ensure students are aware of special event opportunities and assist students with sign-up and attendance
- Aid in the coordination of occasional community events (ie forums, neighborhood clean ups, etc).

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Skills/Knowledge/Abilities

- Strong written and oral communication skills
- Proven ability to plan, multitask and manage projects
- Demonstrated ability to develop effective working relationships and work as part of a team
- Computer literacy – knowledge in MS Office, database experience a plus
- Bilingual in Spanish (speaking and writing) skills desirable

Education/Experience

- High School diploma and at least 2 years of experience working with and relating to children and youth
- Bachelor's degree a plus

Certificates and Licenses

- Valid drivers' license and a reliable, insured vehicle for travel

Physical Requirements

To perform this job the individual must be able to carry out all essential functions satisfactory. Reasonable accommodations may be made to enable qualified individual with disabilities to perform the essential functions of the job.

Schedule

- Must be generally available between 2-7 pm Monday-Friday, approximately 25 hours per week
- The work schedule is subject to change in accordance with the needs of KidWorks Community Development Corporation

APPLICATION INSTRUCTIONS

To apply for this position, send an email to hr@kidworksoc.org and attach a copy of your résumé and a cover letter. Please write "**Program Leader**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.