

KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Title: Program Substitute
Department: After School Programs
Reports To: Site Director (three possible locations)
Classification: Nonexempt – Hourly
Benefits: State mandated sick leave

THE ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, restores at-risk neighborhoods one life at a time and serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more, please visit <http://www.kidworksoc.org>

POSITION SUMMARY

Reporting to the Site Director of a location, the After-school Program Substitute implements planned programmatic elements of the school year, such as educational instruction and enrichment activities for students ranging from Kinder – 12th grade.

POSITION ROLES AND RESPONSIBILITIES

Program Implementation & Evaluation

- Execute program elements provided by KidWorks staff member
- Lead workshops, events or class time as required
- Set up and break down program areas (in person or virtual)
- Supervise students and maintain a safe and enriching learning experience
- Maintain a positive interpersonal relationship with parents and guardians

Administration

- Maintain files and database of student and family information
- Track youth attendance and communicate with parents as necessary

Volunteer Support

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

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 of MS Office, Zoom, Class Dojo App, Google Classroom, Social Media platforms (Instagram), Bitmoji, and 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

Schedule

- Must be generally available between 2-7 pm Monday-Friday
- 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 Substitute**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.