Afterschool Instructor/Youth Leader (Cooking Instructor and/or Specialty Class)
Job Description

The L.A.C.E.R. Afterschool Programs provide middle and high school students with free opportunities in the arts, academics, and athletics every day after school. Located in eight Los Angeles public schools, the program serves over 1,080 students every day with a team of instructors, artists, coaches, and volunteers. The services L.A.C.E.R. provides make all the difference for the families we serve; 84% are economically disadvantaged; they do not have access to the high-quality programming L.A.C.E.R. specializes in, such as visual and performing arts, math and English tutoring, college and career prep, and organized sports for girls and boys. L.A.C.E.R. began in 1995 and programming is funded by Federal, State, City, and County funds, as well as Private Corporations and Foundations and individual donors. L.A.C.E.R. also partners with other non-profits to provide specialized classes and opportunities to our student community.

Key Responsibilities

- Creating a learning environment where students are allowed to ask questions, while encouraging a respectful environment amongst teacher and classmates
- Able to lead a cooking class or a specialty class
- Involving students in hands-on participation, including creating lesson plans, problem-solving, and student discipline
- Monitoring student daily attendance rosters, ensuring all students are present and accounted for
- Creating fun and interesting culinary projects or specialty class projects, and able to facilitate field trips that have to do with class instruction.
- Demonstrates strong leadership and classroom management abilities
- Responsible for shopping and purchasing food items for class (monthly allowance provided).
- Responsible for submitting all expense receipts to program director.
- Working directly with L.A.C.E.R. Afterschool Program staff and communicating all issues to Program Director or Program assistant

Qualifications:

- **Education**: Enrolled in or attending college is preferred. Major course work in Science, Education, Culinary Arts, or related field.

- **Experience**: At least one to two years experience in non-profit youth organization with providing various activities is preferred. Experience working with youth ages 10-14 years- old is preferred.

- **Skills and Abilities**: Must have knowledge in culinary arts and know a variety of different foods. Strong leadership skills, ability to take initiative, and outstanding interpersonal skills. The ability to relate well to diverse individuals and to be flexible and open to new ideas. Driven by creativity and
has the proven ability to deliver a consistently high quality of service to the students that L.A.C.E.R. serves with the afterschool program.

- **Required pre-requisites prior to working:** Must have current TB test results (every 4 years), CPR/First Aid certification (every 2 years), COVID-19 vaccination and Live Scan federal and state fingerprinting (1 time only)

- **Physical Requirements:** Dexterity of hands and fingers to operate a computer and office equipment; sitting or standing for extended periods of time; walking to various sites at the assigned location; kneeling and bending, pushing and pulling and reaching to retrieve items; lifting and carrying objects weighing up to 15 pounds; and hearing and speaking to exchange information in person and on the phone.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This description does not create an employment contract implied or otherwise, other than an "at-will" relationship.

The L.A.C.E.R. Afterschool Programs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Reports to: Middle School Program Director
Job Type: Part-time
Work Location: Los Angeles 90038
Pay Frequency: Twice monthly
Pay Rate: $18 - $20
Hours: Monday – Friday, 15 -16.5 hours per week