PART-TIME JOB OPENING
SAFETY AND SUPPORT

Hours: Up to 25 hours/week
Pay: $16.07-18 per hour depending on experience
Dates: September to June 2, 2020
Location: Longfellow
Deadline: Open until filled.

ORGANIZATION DESCRIPTION
Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults. For over 25 years, Loco Bloco has promoted San Francisco youth’s healthy transition into adulthood by engaging them in the creation and performance of music, dance, and theater rooted in Afro-Latino traditions. Loco Bloco encourages its youth to use multicultural art forms as a tool for their own empowerment and as a catalyst to help them overcome discrimination and bring about change in their communities.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resiliency as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

Values of the organization:

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<thead>
<tr>
<th>Accountability</th>
<th>Family</th>
<th>Health</th>
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<td>Artivism</td>
<td>Inclusion</td>
<td>Social Justice</td>
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<td>Education</td>
<td>Grit</td>
<td>Tradition</td>
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POSITION DESCRIPTION
Under the supervision of the school Site Manager, Safety and Support staff will monitor the school grounds including the yard, restrooms, interior of school building and surrounding school grounds to ensure safety.
ESSENTIAL DUTIES AND RESPONSIBILITIES

Site Supervision
1. Direct students, youth, and adults not enrolled in after-school programs off the school site.
2. Patrol the schoolyard and school building.
3. Be aware of activities around the school.
4. Patrol the building and check classrooms being used by programs.
5. Ensure that our participants are safe and not outside of the school grounds.
6. Hold youth accountable to program expectations.
7. Problem solve, mediate and dispute conflicts as they arise.
8. De-Escalate youth during program time
9. Step in to cover class if needed
10. Provide first aid care if needed

Administration
11. Maintain daily log of events.
12. Report any vandalism or injuries immediately and fill out necessary documentation.
13. Meet as needed with site manager.

Compliance
14. Comply and implement Jamestown’s policies and procedures, and laws pertaining to the operation of Jamestown.
15. Maintain professional attitude and work ethic.

QUALIFICATIONS
Experience, Knowledge and Abilities
- A passion for and a commitment to providing young people with the highest-quality youth development experience.
- Experience working with multi-ethnic, multi-cultural, middle school youth.
- Experience providing project-based learning opportunities to youth.
- Experience working with youth and families preferred.
- Experience maintaining records.
- Fluency in Spanish, Chinese, and/or Tagalog preferred.

This is an hourly, non-exempt, part-time position up to 25 hours/week, with no benefits.

APPLICATION
If interested, please submit a cover letter and resume to:
Katie Garcia, HR Manager
Email: Katieg@Jamestownsf.org
Jamestown Community Center
Telephone: 415-647-4709

Jamestown Community Center is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.