Program Manager- After school Program Assistant

Job Description

**Hours:** Up to 35 hours per week  
**Pay:** $20.00-$21.50/hour depending on experience  
**Dates:** August 2023 to June 2024  
**Locations:** Cesar Chavez Elementary school  
**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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<tr>
<th>Accountability</th>
<th>Family</th>
<th>Health</th>
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<tr>
<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 direction of the Site Manager, the Afterschool Program Assistant will provide administrative support to the afterschool program and will lead opportunities for students to develop and strengthen academic, leadership, and physical skills. The ideal candidate possesses strong administrative skills, experience with data entry, and communication skills and has an interest in working in an environment with youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

● Support Site Coordinator with daily logistics and operations of the program, including:
  ○ Providing daily snack
  ○ Collecting attendance and entering records into database.
  ○ Calling families
  ○ Planning, organizing, and executing on-site events and activities.
  ○ Ensuring youth safety by way of modeling how to establish and maintain positive relationships.
  ○ Supporting transitions by helping to escort youth from homework to enrichment classes.
● Provide daily homework help alongside school-day teachers as needed.
● Collect daily homework assignments from school day staff for ASP.
● Attend trainings and grade-level meetings when needed.
● Assist teachers in implementing discipline techniques and classroom management.
● Participate in and evaluate the effectiveness of program, activities, and events.
● Interact professionally and appropriately with parents, teachers, and school staff.
● Participate in school site staff meetings and ongoing training opportunities.
● Communicate regularly with Site Manager.
● Maintain a professional attitude and work ethic.
● Perform related duties as assigned.

QUALIFICATIONS

● A passion for Jamestown’s mission and a commitment to providing young people with the highest-quality youth development experience
● Two or more years of experience teaching multi-ethnic, multicultural middle school youth
● Strong understanding of the theory and practice of youth development
● Strong elementary and middle school-level math and literacy skills
● Ability to build meaningful relationships and engage with elementary and middle school students
● Strong interpersonal skills
● Excellent communication and organizational skills
● Flexible, able to take initiative, and comfortable working with diverse stakeholders
● Availability in the after school hours.
● Willingness and ability to act as a role model for young people.
● 2 years of college or equivalent experience preferred.
● Fluency in Spanish strongly preferred but not required
● Fingerprint and TB clearance
● Provide documentation that meets SFUSD Instructional Aid requirement or take equivalency exam

This is an hourly, non-exempt, part-time position up to 35 hours/week with no benefits.

APPLICATION

Application Procedure
To apply: Please e-mail your cover letter and resume, and add “Cesar Chavez Program Assistant” plus your name in the subject line to:

Gabriela Amezquita, HR Manager
Jamestown Community Center
San Francisco, CA 94110

Email: gabrielaA@jamestownsf.org
Telephone: (415) 647-4709

Jamestown Community Center is an Equal Opportunity Employer.
We encourage women and people of color to apply.
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.