POSITION ANNOUNCEMENT:  2020 SUMMER STUDENT WELLNESS COACH
LOCATION: San Francisco Friends School

Organization Background
Horizons at San Francisco Friends School (SFFS) is an award-winning program that helps build brighter futures for low-income children in the Mission District of San Francisco. Modeled after the national Horizons Student Enrichment Program, Horizons’ intensive six-week summer program is designed to prevent summer decline in academic performance and close the opportunity and achievement gaps. The program begins in Kindergarten and serves its students through 8th Grade, helping them build skills and self-confidence and realize their full potential through a unique blend of academic and cultural and recreational enrichment activities. Additionally, Horizons provides year round programming to its students and families throughout the year. Working in partnership with Horizons families, referring schools in the Mission District, and the host school, Horizons at SFFS is committed to developing the whole child and offers activities that promote higher-level thinking and perspective, develop academic skills, leadership, and self-efficacy – all while raising student aspirations and expectations for their lives. Horizons currently serves approximately 119 students from Kindergarten through sixth grade and will continue to grow through 8th Grade. For more information about Horizons at SFFS, please visit http://www.horizonsatsffs.org, https://www.facebook.com/HorizonsSFFS and http://www.horizonsnational.org/.

Position Overview
Horizons at the San Francisco Friends School is seeking a dedicated and experienced Student Wellness Coach with expertise in youth development, social and emotional learning, restorative practices, program administration, and working with students, families, teachers and volunteers. We are looking for a professional, organized, caring individual with the ability to support student well being and social emotional learning through quality programming, coaching and relationship building with students, colleagues, and families. The Student Wellness Coach, supports quality instruction and student safety in and out of the classroom, provides administrative oversight and support for a number of high priority initiatives, and coordinates the use of the library throughout our six week summer enrichment program. Candidates must be willing to work as a team player to help fulfill the Horizons mission. It is our hope that Horizons summer staff will be open to returning to the program for more than one summer, as we continue to work together, support our students, and build the program and the community.

ESSENTIAL JOB FUNCTIONS:
The Student Wellness Coach will support Horizons at SFFS in the development and implementation of a culturally responsive, academically rigorous, empowering, and well organized summer learning program. S/he will work collaboratively with the staff, Academic Program Director and Curriculum and Instructional Lead to provide opportunities that build students’ capacity to learn, connect, reflect, and use wellness strategies. S/he will also participate in program activities, supervise recess and meals, and build strong, supportive, caring relationships with Horizons students, volunteers, families and staff.

Specifically, s/he will:

- Coordinate and lead conflict resolution and restorative justice practices with groups and whole classes.
- Work with individual students to help them navigate a peer conflict or discuss a situation within or outside of the program that is negatively impacting their well being, behavior, or learning.
- Provide support as needed to maximize learning in classrooms and to coordinate logistics for and help supervise field trips and enrichment activities.
• Help teachers and staff to celebrate success and share challenges in creating routines, procedures, and a classroom and school-wide culture of respect, kindness, high expectations, and joy.
• Contribute to the planning and execution of high quality buddy activities, assemblies, and special events (Back to Program Night, End of Program Celebration, Visitors Day, etc.)
• Oversee the coordination, delivery, documentation, communication, and clean up of daily food service
• Serve as the liaison between the Horizons’ program, teachers, students, and use of the SFFS library, plan and lead library time by teacher request
• Meet and communicate with Horizons personnel on a regular schedule
• Assist in taking photos and posting about Horizons’ summer through media and social media
• Work with Executive Director and staff as needed to identify areas of need, plan adjustments and/or problem-solve as issues occur.
• Provide on-going input into this job description in collaboration with the Executive Director, as the job unfolds to keep this job description as accurate as possible.
• Other duties as assigned.

QUALIFICATIONS:
In addition to a strong commitment to Horizon’s mission, this position requires a balance of knowledge of youth development, restorative practices, planning and coordination skills, leadership, and the ability to connect with and mentor Horizons’ colleagues, children and families. Other desired qualifications are:
• Experience working collaboratively and productively with teachers, colleagues, students, and families to develop the social-emotional competency of youth of various backgrounds, identities and abilities
• 3 or more years providing individual and group support to elementary aged students who are second language learners in a youth development and/or educational setting
• Proven ability to relate effectively to a diverse community, understanding of social, economic, and psychological circumstances affecting students, and skill in implementing effective, holistic, and age appropriate strategies to support the healthy development and well being of school aged children
• Excellent interpersonal, organizational and time management skills. Ability to maintain good communication between all parties, to have clear expectations and directions, to follow through on tasks, and to lead/support projects as the occasion demands.
• Willingness and ability to provide and respond to constructive feedback from the ED and Horizons’ staff
• A strong desire to help make a difference in the lives of low-income students
• Undergraduate degree from an accredited 4-year university required
• Master’s in Education or MSW degree desirable
• Fluency in English/Spanish preferred, bicultural preferred

Compensation:
Compensation will be competitive and commensurate with experience.

Dates:
Summer, 2020
Monday, June 15 - Friday, June 19 - Teacher orientation week and classroom set-up
Monday, June 22 - Friday, July 31 - Six-week program (no program on July 3rd)

Year-round program:
Required Dates: Saturday, May 16, 2020 and Saturday May 30 from 9:30-12:30

Hours:
Includes full- time work from June 15-July 31st, plus two days of student assessment in May and two to three staff meetings prior to the program’s start.

To Apply: Please upload a resume and cover letter, outlining your skills and experience. (Word format, please) to Abby Rovner, Director of Horizons at San Francisco Friends School at arovner@sffriendsschool.org with subject line “Horizons Student Wellness Coach.”

Horizons at San Francisco Friends School is an equal opportunity employer.