



Job Announcement – July 8, 2022

# After-School Program Assistant

The Program Assistant supports the effective and efficient operation of the EBAYC After-School Learning Program. We are looking for passionate mission-driven youth development practitioners who love to work with elementary school or middle school youth to join our After-School Learning Teams at Franklin Elementary School and Roosevelt Middle School.

## Core Responsibilities

1. Implement and improve protocols for student recruitment, enrollment, and attendance.
2. Implement and improve protocols for student/family needs assessment and program quality assessment.
3. Implement and improve protocols for school facility use, safety, and maintenance.
4. Implement and improve protocols for food service operations.
5. Plan and coordinate logistics for field trips, community events, and parent meetings.
6. Participate in all Program Team meetings and activities.

## Minimum Qualifications

1. Two years of work experience as an after-school program teacher.
2. 48 College semester units or passage of the OUSD Instructional Aide examination.
3. Negative Result on tuberculosis test.
4. LiveScan background check clearance.
5. Ability to plan, coordinate, and monitor operational systems.
6. Ability to trouble-shoot with minimum direct supervision.
7. Ability to communicate with youth, parents, teachers, school administrators, and school support staff.
8. Knowledge of and commitment to working in and building a culturally-responsive, trauma-informed, healing-centered youth and family service organization.
9. Knowledge of and commitment to EBAYC's vision, mission, and theory-of-change.
10. Fluency in Mam, Spanish, Cantonese or Vietnamese is desirable.

**Compensation: \$22 to \$24 per hour**

## For Franklin Elementary

Work Schedule is six (6) hours a day, Monday through Friday, 12:00pm to 6:00pm, from Monday, August 1, 2022 through Wednesday, May 25, 2023, excluding school holidays.

## For Roosevelt Middle

Work Schedule is eight (8) hours a day, Monday through Friday, 9:00am to 6:00pm, from Monday, August 1, 2022 through Wednesday, May 25, 2023, excluding school holidays.