



JOB TITLE: Enrichment Instructor

PROGRAM: Youth Services

STATUS: Part-Time

REPORTS TO: Enrichment Project Specialist and Site Coordinator

HISTORY and MISSION

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of afterschool, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 30,000 youth and adults each year through these programs

SUMMARY

Youth Policy Institute (YPI) is seeking enrichment specialists for their elementary, middle, and high school Youth Services programs. Positions desired within this bracket are: ***music (DJ, guitar, drums, and voice), film, contemporary/urban art, dance, ceramics, theater, fashion, jewelry design, photography, makeup artistry, computer graphics and design.*** The desired incumbent will work with up to twenty students at the designated school site, and report to the Enrichment Project Specialist and the school's Site Coordinator.

ESSENTIAL FUNCTIONS

- Create and implement exciting, educational lessons that are linked with the California State Standards, and to career and/or internship opportunities.
- Submit weekly lesson plans by established deadlines
- Facilitate, supervise, and maintain at least twenty students per class
- Conduct outreach to promote student participation in enrichment programming
- Maintain required student enrollment and attendance to meet grant requirements and maximum participation throughout the duration of program
- Build relationships with students, parents, and administration.
- Adhere to appropriate dress code, sportsmanship during program activities
- Work in collaboration with the afterschool Site Coordinator and other supervisory staff
- Comply with YPI Youth Services policy.
- Attend required trainings, workshops, and monthly meetings on and off-site
- Develop and maintain positive relationships with school staff, parents, and participants
- Handle other responsibilities as required and/or assigned
- Adhere to workplace safety guidelines
- Other duties as assigned

QUALIFICATIONS

- High School Diploma. Certification, training and/or work experience in specified program.
- Previous experience with elementary, middle and/or high school students
- Knowledge of lesson planning and classroom management
- Ability to work independently, self-starter, enthusiastic, flexible
- Must have access to reliable transportation to arrive to work site at scheduled time consistently
- Ability to work with varied populations ES, MS, HS
- Strong organizational skills and deadline oriented
- Must be familiar with Microsoft Office and Internet
- Enthusiasm and motivation to work with youth population
- Flexible schedule for marketing, promotion, and outreach
- Prior work experience within the student population
- Plan and coordinate a showcase of student work
- Must clear Live Scan fingerprinting
- Must provide proof of negative TB (Mantoux) dated within 60 days
- Bilingual Spanish a plus

OTHER REQUIREMENTS

- Must present copy of high school diploma as well as proof of certification or training if hired
- Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment with children
- Must present proof of negative Tuberculosis skin test (Mantoux) prior to beginning employment dated within 60 days prior to start date
- Able to work some evenings and weekends
- Must complete CPR/First Aid certification within 90 days of employment

LOCATION

San Fernando Valley and Los Angeles areas

COMPENSATION

Competitive pay rate commensurate with experience

WORK SCHEDULE

Part-time, partial year. Primarily after school, hours vary per school site.

SELECTION PROCESS

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Professional references
- Salary History and salary requirements (emails without this information will not be considered).
- Submit your resume to info@ypiusa.org. No phone calls please
- Write "Enrichment Instructor" in the subject line

Prospective candidates will be invited for an interview. Positions will be open until filled.

YPI's mission is to "Create opportunities for low-income families and communities through technology, education and training services".

EOE

www.ypiusa.org