



JOB TITLE: Athletic Instructor (Multi-Sport)

PROGRAM: Youth Services

STATUS: Part-Time

REPORTS TO: Athletic Project Specialist

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.

JOB SUMMARY

Youth Policy Institute (YPI) is seeking Athletic Instructors for elementary, middle, and high school Youth Services programs. Program athletics include, but are not limited to ***basketball, soccer, volleyball, football, handball, track/field, baseball, golf, tennis and cheerleading***. The desired incumbent will create and develop recreation programming as well as coordinate and implement competitions/tournaments at the designated school site. Responsibilities may include, but are not limited to:

ESSENTIAL FUNCTIONS

- Create safe and exciting recreational programming exercises and workout plans
- Submit weekly lesson plans by established deadlines
- Provide athletic instruction and supervise up to twenty students
- Conduct outreach to promote athletic programming and maximize student participation
- Maintain student enrollment and attendance to meet minimum grant requirement
- Maintain required student enrollment and attendance to meet grant requirements and maximum participation throughout the duration of program
- Adhere to appropriate dress code, sportsmanship during program activities
- Attend evening and weekend tournaments/competitions/games as required
- Comply with California Interscholastic Federation (CIF) and NFHS Regulations (high school programs only)
- Promote school spirit, positive competitiveness and teamwork among students
- Work in collaboration with the afterschool Site Coordinator and Athletic Project Specialist
- Attend required trainings, workshops, and monthly meetings on and off-site
- Document attendance records for practices and game participation
- Develop and maintain positive relationships with school staff, parents, and participants

- Adhere to workplace safety guidelines
- Promote student safety in sports
- Other duties as assigned

QUALIFICATIONS

- Associate's or Bachelor's degree in education/kinesiology, or closely related field or current enrollment in accredited college or university with credits completed in athletics, physical education/kinesiology, or closely related field
- One or more years of afterschool program (K-12) and athletics instruction or coaching experience
- Minimum of two years of experience with creating tournaments and competition participation
- Knowledge of lesson planning and classroom management
- Ability to work independently, self-starter, enthusiastic, flexible
- Strong organizational skills and deadline oriented
- Strong leadership skills
- Must have access to reliable transportation to arrive at work site at scheduled time consistently
- Must clear Live Scan fingerprinting
- Must provide proof of negative TB (Mantoux) dated within 60 days
- Bilingual Spanish a plus
- CPR/First Aid certification a plus

OTHER REQUIREMENTS

- Must provide college or university transcripts demonstrating fulfillment of coursework requirements or that they are in progress
- 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 to commensurate with experience

WORK SCHEDULE

Part-time, partial year. Primarily afterschool hours; schedule varies per school site

APPLICATION PROCESS

Qualified candidates must submit the following documents:

- Cover letter
- Resume
- Three professional references
- Salary history and salary requirements (emails without this information will not be considered)
- Submit your resume to info@ypiusa.org

- Write “Athletic Instructor” in the subject line. No phone calls please

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