

# PROGRAM LEADER (\$17.25-\$18.50/HR - 25 HRS/WK - SCHOOL YEAR)

THE RICHMOND NEIGHBORHOOD CENTER - ROOSEVELT MIDDLE SCHOOL

The Richmond Neighborhood Center is looking for multiple **creative** people with **100% follow-through** who are **relationship-oriented** to work with our middle school participants. At the organization, we believe in nurturing a diverse urban community by providing high quality youth, adult, and family programs that address critical community needs and foster respect for all people and the environment. Our afterschool program at Roosevelt Middle School, offers a safe, supportive space for young folks to grow. We facilitate academies that integrate community building, deep, intentional skill building, and personalized communication with youth and families. Our program partners with entire families and school day partners to offer amazing culminating family nights.

As a Program Leader, you will provide supervision and support to 7th or 8th grade youth by designing and facilitating intentional curriculum for their assigned academy. Program Leaders are also trained to build curriculum for and mentor our Activity Leaders to continue to hone their skills to best support youth and to grow professionally.

Program Leaders are **Seasonal (8/8/18 to 6/4/19), Part-Time (25 hours/week)**, At-Will employees who make **between \$17.25 & \$18.50 an hour**. Program Leaders, also, are eligible for sick leave in accordance with the SF Sick Leave Ordinance and vacation pay, as well as, health care in accordance with SF HCSO. You will work with a team of fun, yet critically conscious colleagues and help to foster a community of Equity, Excellence and Engagement.

## QUALITIES WE ARE LOOKING FOR

You approach your work with the following characteristics:

- **Creativity:** You maintain the highest personal standards for productivity and effectiveness in your work while maintaining an easy-going, jovial workplace.
- **100% Follow-through:** You are ready to take advantage of unexpected opportunities and adapt quickly as things change.
- **A Relationship Orientation:** You build rapport and trust with others by listening and remembering what's important to them. You make new friends wherever you go and utilize your partnerships to get things done.

## REQUIREMENTS

- High School Diploma/Equivalent
- Ability & Willingness to Pass IA Exam
- Interest in Education, Social Work, etc.

## PREFERRED

- Former SFUSD Student
- AA/48 college credits
- Bilingual, written & verbal
- First Aid/CPR Certified

## EQUAL OPPORTUNITY EMPLOYER

The Richmond Neighborhood Center is an equal opportunity employer that values equity and values a diverse, inclusive workforce. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Pursuant to the San Francisco Fair Chance Ordinance and California Education Codes, qualified applicants with convictions or arrests on their records will be considered for this position if the items are not directly related to the job. All candidates will be subject to a clearance of TB test as well.

## HOW TO APPLY

If you feel we are a right fit, please email your cover letter and resume to [cass@richmondsf.org](mailto:cass@richmondsf.org) with the position and site in the subject.