



# Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033  
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www.proyectopastoral.org

**POSITION:** Program Leader (2 position open)  
**LOCATION:** IMPACTO @ Mendez High School (9<sup>th</sup> grade to 12<sup>th</sup>)  
**STATUS:** Part-time, temporary (ends June 2017). \$11.50 to \$13.00 depending on experience.  
**HOURS:** 15 to 17 hours/weekly  
(scheduled dependent on assignment, morning and after-school hours available)  
**Start date:** ASAP

## **POSITION SUMMARY:**

The Program Leader will work closely with an IMPACTO Coordinator at our partner school to implement programs during the after-school hours is responsible for ensuring the safety of ALL students, and implementing best practices in academic enrichment programming. The Program Leader must have the skills to plan and implement workshops and activities during the after-school program (i.e art, dance, cooking, poetry, college awareness, leadership etc) The Program Leader reports to the IMPACTO Site Coordinator and works as part of the after school program team to provide a high quality program to youth and families at Mendez High School in Boyle Heights.

## **DUTIES & RESPONSIBILITIES:**

- Plan for and implement academic, tutoring, enrichment (health, art, sports, science) activities, including securing guest speakers, along side the Site Coordinator.
- Develop leadership among youth, encourage community involvement and promote a college going culture through workshops, activities, and field trip opportunities.
- Communicate effectively with staff (organizational and school-based) and work as part of a team with other staff members to coordinate after school program activities.
- Ensure the physical/emotional safety and positive engagement of youth enrolled in the program, using positive behavior management strategies aligned with the values of the organization.
- Assist students with homework and ensure its completion daily.
- Assist with supervision of program volunteers, including monitoring attendance, performance and other relevant tasks. Work with volunteers in an effort to provide strong academic and enrichment opportunities to students.
- Assist in the collection of relevant student data including report cards, homework logs, standardized test results, and other data relevant to the evaluation process.
- Attend staff meetings, and staff development sessions, and Proyecto Pastoral meetings/events, as assigned.
- Maintain positive and communication with parents; actively sharing updates and student highlights
- Assist in full implementation of the entire program, including but not limited to snack distribution and phone banking.
- Ensure a positive working and learning environment.
- Encourage full participation of all students.
- Complete incident reports as needed.
- Attend field trips, as assigned.
- Perform other duties as needed and designated by the Site Coordinator (Supervisor)

## **QUALIFICATIONS:**

- Experience working with youth and/or community organizations.
- Enrolled in higher education, AA or BA preferred.
- Good organizational skills
- Computer literate
- Must have good Math/English Language skills.
- Bilingual *preferred* (English/Spanish)

## **APPLICATION INSTRUCTIONS:**

To apply please e-mail a cover letter and resume to [impactohire@gmail.com](mailto:impactohire@gmail.com) or mail to 135 North Mission Road, Los Angeles, CA 90033. PLEASE write ATTN: Program Assistant in the subject line of the email.