



THE JAMESTOWN
COMMUNITY CENTER

PART-TIME JOB OPENING
SAFETY AND SUPPORT
(MIDDLE SCHOOL: 6-8)

Hours: 20 per week
Pay: \$15.50 -17 per hour depending on experience
Dates: August 8, 2016 – May 26, 2017
Locations: James Lick Middle School
Deadline: **Open until filled.**

ORGANIZATION DESCRIPTION

For 40 years, the Jamestown Community Center has been providing learning opportunities and safe space for low-income Mission District youth. Jamestown's mission is to mobilize the resources of families, neighborhood residents, and other community members to help young people realize their full potential as empowered and productive members of society. Jamestown fulfills this mission by annually providing over 1,000 youth, ages 0 to 18, with a full range of educational enrichment, academic tutoring, early literacy, leadership training, employment, sports, and youth guidance programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people's resiliency as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults.

POSITION DESCRIPTION

Under the supervision of the school Site Manager, Safety and Support staff will monitor the school grounds including the yard, restrooms, interior of school building and surrounding school grounds to ensure safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Site Supervision

1. Direct students, youth, and adults not enrolled in after-school programs off the school site.
2. Patrol the schoolyard and school building.
3. Be aware of activities around the school.
4. Patrol the building and check classrooms being used by programs.
5. Ensure that our participants are safe and not outside of the school grounds.
6. Hold youth accountable to program expectations.
7. Problem solve, mediate and dispute conflicts as they arise.

Administration

8. Maintain daily log of events.
9. Report any vandalism or injuries immediately and fill out necessary documentation.
10. Meet as needed with site manager.

Compliance

11. Comply and implement Jamestown's policies and procedures, and laws pertaining to the operation of Jamestown.
12. Maintain professional attitude and work ethic.

QUALIFICATIONS

Experience, Knowledge and Abilities

- A passion for and a commitment to providing young people with the highest-quality youth development experience.
- Experience working with multi-ethnic, multi-cultural, middle school youth.
- Experience providing project-based learning opportunities to youth.
- Experience working with youth and families preferred.
- Experience maintaining records.
- Ability to speak Spanish preferred, but not required.

This is an hourly, non-exempt position, 20 hours a week with no benefits.

APPLICATION

If interested in applying, please a thoughtful cover letter and resume to Jonathan Schulz, Afterschool Program Site Manger at James Lick at jonathans@jamestownsf.org .

Jamestown Community Center is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.