



JOB TITLE: Enrichment Instructor (Cheer)
PROGRAM: Youth Services
STATUS: Part-Time
REPORTS TO: 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 an enrichment instructor for their high school afterschool programs. The Enrichment instructor will teach Cheer. The desired incumbent will work with up to 25 students and parents at the designated school site, and report to the school's Site Coordinator.

ESSENTIAL FUNCTIONS

- Submit weekly lesson plans
- Facilitate, supervise, and maintain at least twenty students and parents per class
- Maintain required student and parent 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 Athletic Project Specialist
- Promote and market for program
- 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 and adult population
- Flexible schedule for marketing, promotion, and outreach
- Prior work experience within the student population
- Plan and coordinate a showcase of student work
- Bilingual Spanish a plus
- 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

Los Angeles area

COMPENSATION

\$14-\$16 per hour, commensurate with experience

WORK SCHEDULE:

Part-time, primarily after school, hours varies per school site.

APPLICATION PROCESS:

Visit www.ypiusa.org and apply online

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

EOE

www.ypiusa.org