**POSITION TITLE:** **PROGAM LEADER**

**AGENCY DESCRIPTION**

The Indochinese Housing Development Corporation (IHDC) is a non-profit community-based organization that provides housing and services for its residents and the greater Tenderloin Community.

**SUMMARY OF POSITION:**

IHDC is looking for experienced youth development professionals and credentialed teachers to support our youth development and Community Hubs Initiative (CHI) program in partnership with the Department of Children, Youth and Families (DCYF) and SFUSD.

The Program Leader is responsible for providing direct services to youth ages 5-14 who are participating in IHDC’s Tenderloin Achievement Group (TAG), an after-school and summer program. The foremost goals for TAG are to develop and support youths’ academic success and social-emotional health and wellbeing in an environment that is safe, supportive, and fun. The foundation of our program is built on a strong and vibrant youth-parent network and community that encourages pride for our cultural identities and empowerment through participation.

The Program Leader assists in the development and implementation of curriculum, program objectives and evaluation. The Program Leader may also be involved in activities that support IHDC’s work with its residents and in the community. The successful candidate must be committed to working as part of a team. Excellent interpersonal & communication skills, & a high degree of cultural competency & sensitivity are required. Reports directly to the Program Director and Assistant Program Director.

These are part-time positions with full-time hours available in the summer.

**RESPONSIBILITIES:**

* Work directly with youth Monday through Friday. Summer hours 10am – 6pm; After-school hours 2:30pm – 6pm.
* Assist youth with homework, literacy development, mentoring, enrichment activities, recreation, and socio-emotional development
* Implement curriculum, lesson plans & daily activities for program participants that are integrated into thematic units.
* Assist in the recruitment of program participants and their families.
* Provide an environment that promotes creativity, and exploration through learning.
* Assist in developing and maintaining regular communication with participant families. Assist in developing and implementing family partnership activities
* Support ongoing partnerships with schools and teachers in order to promote a network of supportive adults that connect home and school.
* Maintain ongoing documentation in case files and database.
* Assist in the implementation of IHDC Program policies and procedures.
* Attend staff meetings & case conferences, & represent organization at meetings as needed.
* Develop and maintain relationships with IHDC residents to promote youth programs and other supportive services.
* Perform other duties as assigned by the Program Director
* Current or the ability to obtain Red Cross First Aid/CPR certification (within 90 days of employment)
* Ability to pass background check and fingerprint clearance

**QUALIFICATIONS, REQUIREMENTS, SKILLS & ABILITIES:**

* Experience working with culturally diverse, inner city youth populations.
* Knowledge of, Project-Based Learning using daily electives/activities such as STEM, Art, Urban Gardening & Culinary Arts, Health & Wellness, Community Activation, Literacy & Writing, & Youth Mentorship that infuse Common Core Learning.
* College credits in child development or related field required. Bachelor’s degree in Education, Child Development or related field preferred.
* Excellent organizational, communication, presentation, & computer skills.
* Demonstrated professionalism & the ability to work independently & as part of a team.
* Excellent organizational, communication, presentation, & computer skills.
* Bilingual English/Cambodian, Vietnamese, Chinese and/or Spanish a plus.

**HOW TO APPLY:**

Please send a cover letter and resume to bczarecki@ihdcsf.org

For more information, please visit our website at [www.IHDCSF.org](http://www.IHDCSF.org)