

FAMILY SUPPORT SERVICES OF THE BAY AREA

POSITION OPENING

Part Time Youth Aide - Kinship Youth Program, (KYP)

PROGRAM DESCRIPTION:

The Kinship Support Services Program (KSSP) provides a range of services to Northern Alameda County relative caregiver families. FSSBA is the lead agency of a collaborative of service providers. The Kinship Youth Program (KYP) is a year-round program focusing on academic, social and leadership development by engaging in long-term connections with the youth we serve.

JOB DUTIES:

KYP provides high-quality and intensive after school and Saturday programming for 50 youth between the ages of 8 – 17 during the school year. Some of the responsibilities of the Youth Aide include the following:

- Active participation in planning and facilitation of activities, workshops, classes, tutoring and field trips (with a focus on providing individual and small group tutoring and homework support, while also creating a safe place for youth to grow and have fun).
- Assist with group/individual management and development
- Tutor participants in high school level Math, English and Science
- Assist with other general program needs, including but not limited to:
 - Program inventory organization
 - Meal needs and dietary issues
 - Outreach and resource gathering
- Provide support to volunteers and model appropriate youth development methods
- Collaborate with other FSSBA staff, as appropriate (with approval of Program Manager)
- Create charts, displays and other visual aids
- Support with mailings and other outreach projects
- Other duties, as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D. required, some college preferred.
- Must be at least 18 years of age, possess good judgment and be open to constructive feedback.
- Must be physically able to perform all job responsibilities, which may include duties such as bending, lifting or kneeling. *Must be willing to be physically active and engaged at all times!*
- Experience and willingness to provide hands-on, intensive, site-based and community-based services for youth.
- Experience and comfort in diverse communities.
- Respect for cultural differences and families' rights to self-determination.
- Ability to assess situations quickly and have sufficient ingenuity to cope with limited resources.
- Must be mature, tolerant of others, friendly, warm, understanding and sensitive to the needs and problems that face high-risk families.
- Experience in high school level tutoring, especially in Math, English and Science.

HOURS OF WORK: Up to 15 hours per week, depending on placement. Must be available to work on Tuesdays & Thursdays from 3:00 – 7:30 pm and/or Mondays & Wednesdays from 2:00 – 6:30 pm is required. This is a part-time, temporary position, ending May 15, 2013.

Cover Letters/Resumes must be received by 5:00pm on Friday, February 22, 2013. [Dates and hours of availability to work must be included in the cover letter.](#)

SALARY: \$10 /hr.

COVER LETTER AND RESUMES TO:

Imelda Oseguera, Administrative Assistant, Email: ioseguera@fssba-oak.org
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Fax: (510) 834-4010 www.fssba.org

FSSBA is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, religion, gender, sexual orientation, health status or national origin.