



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

POSITION: Part-Time Youth Program Aide (Kinship Youth Program)

Posted: August 2021

PROGRAM DESCRIPTION:

The Kinship Youth Program (KYP) is a comprehensive, year-round program focusing on academic, social and leadership development by engaging in long-term connections with the youth we serve. KYP is part of the Kinship Support Services Program (KSSP), which provides a range of services to Northern Alameda County relative caregiver families, including case management, support groups and respite services.

JOB DUTIES AND RESPONSIBILITIES:

- Assist in implementing the academic and enrichment components of the Kinship Youth Program; provide individual and small group tutoring (currently on Zoom; in person, when it is deemed safe) to youth ages 8-18 with varying social and academic needs
- Assist with group/individual management and development; facilitate individual and small group activities (currently on Zoom); and outings, in person, when it is deemed safe
- With the KSSP team, organize and support program special events (e.g. Kinship Connect, Teen Zone, and Multi-generational activities
- Collaborate with Kinship social workers, other agency staff and community resources, as needed, to support youth participants
- Track and document youth engagement and other program activity, as needed
- Participate in Kinship Team Meetings, as appropriate
- Fulfill other duties as assigned

MINIMUM QUALIFICATIONS:

- College experience or work experience with youth
- Must be available to work M-F, including some evenings and occasional Saturdays
- Experience working with inner-city youth strongly desired
- Experience in providing homework support/tutoring helpful
- Good organizational, verbal and written skills
- Competency with computers and MS Office Suite
- Respect for and ability to work with people from diverse backgrounds, including youth and families
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

Staff is currently working in the office a few days per week and remotely; there is no direct client work at this time due to COVID.

STARTING SALARY RANGE: \$20.00 an hour. 10 - 15 hours a week. This is a part-time temporary position, ending May 13, 2022. This position is eligible for sick leave which is accrued at a rate of 1 hour sick leave for every 30 hours worked.

RÉSUMÉ AND COVER LETTER TO: Donna Moore, KSSP Director at dmoore@fssba.org. Note: Please type "Program Aide" in subject line on email.

Family Support Services
303 Hegenberger Road, Suite 400
Oakland, CA 94621 - www.fssba.org

Please attach all documents in **PDF format**. All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

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