



JOB ANNOUNCEMENT for Donaldina Cameron House

Position Title: Bilingual Summer Youth Program Department Coordinator

Job Description: The BYP Department Coordinator will work with the Associate Director for Youth Ministries - Elementary School Programs and other program staff to create and implement an innovative, nurturing and challenging six-week summer program for youth entering 1st through 5th grades. BYP provides opportunities for youth to continue to pursue their academics during the summer months in a way that is fun and engaging. Youth will spend a balanced day of classroom learning and outdoor recreation. Through games, songs, cooking, weekly field trips, arts & crafts, other enrichment activities, as well as daily themed conversation and reflection, the program strives to help youth to grow spiritually, socially, mentally, and physically.

Status: Non-Exempt Temporary Full-Time (3 Positions Available)

Essential Duties and Responsibilities:

- Develop program, themes, and activities for BYP Summer Program;
- Supervise and coordinate high school volunteers during daily programs for approximately 25 youth
- Plan and coordinate one-week training for volunteers to enable them to supervise, teach, and lead activities for program participants;
- Prepare and implement interactive educational activities that teach English, Math, Physical Education, Science, Asian American Studies and other elective courses of interest to program participants;
- Continue to train, supervise and support volunteers throughout six-week program to further develop effective program activities, community building strategies, and conflict resolution;
- Plan, lead, and coordinate daily to weekly devotions, seminars, and fellowship activities for volunteers to help build a strong sense of community and team;
- Plan, implement, and evaluate effectiveness of summer program and activities with Youth Ministries staff;
- Coordinate with appropriate staff regarding proper use and management of facilities, supplies, and other resources;
- Oversee and direct the safe transportation of participants;
- Effectively and respectfully communicate with parents/guardians of participants and volunteers;
- Help produce weekly newsletter for parents of participants;
- Other duties as assigned by supervisor.

Minimum Qualifications:

- 18 years of age;
- High school graduate or GED equivalent with 1 -2 years of college education;
- Passion for working with youth to develop and nurture respectful and responsible citizens;
- 1 - 2 years experience in classroom management and teaching of elementary school-aged children;
- 1 - 2 years experience in youth leadership development and outdoor recreation;
- Able to effectively train, motivate, and support volunteers in areas of responsibility;
- Proven skills in the above duties and responsibilities;

- Works as a team player and self-motivator;
- Communicate effectively with large groups of people, small group facilitation, and one-on-one;
- Awareness, working knowledge, and sensitivity towards the needs of first-generation Chinese immigrant families in Bay Area.
- Evening and weekend hours as required;
- Satisfactory clearance of DOJ fingerprinting, receipt of Mandated Reporter Certification, and proof of CPR/First Aid certification before hiring;

Supervision: The BYP Department Coordinator is directly supervised by and accountable to the Associate Director of Youth Ministries – Elementary School Programs.

Orientation, Planning, Training and Program Work Schedule (Subject to Change):

March – May	Individual planning and group training sessions (TBA)
May 5	Cameron Carnival Summer Information and Registration Booth (2 -3 hours)
May 12	Volunteer Orientation and Volunteer Placement (8:00am – 6:00pm)
June 1	Summer Staff Orientation and Training (9:00am – 5:00pm)
June 2	Volunteer Mass Training (8:00am – 6:00pm)
June 4-8	Volunteer Training Week (daily from approximately 8:30am – 5:30pm)
June 10	Youth Worship/Summer Staff and Volunteer Commissioning (10:30am – 12noon)
June 11 – July 20	Six weeks of summer program; Daily Work Schedule: Monday to Friday, 8:30am – 5:30pm Monday Department Planning and Seminars, 4:00pm – 6:00pm Monday Coordinator & Director Dinner/Seminar 6:30pm – 8:30pm Thursday Night Dinner and Fellowship, 5:30pm – 9:30pm
July 10	BYP Family Night, 5:30pm – 8:30pm
July 21	Mass Clean Up 8:30 am – 1:00 pm
July 22	End-of-Summer-Service Worship and Party (TBD)
July 23	Evaluations 10:00 am – 12:30 pm

Additional evening, weekend and overnight hours for training and other activities (TBA)

Compensation: Position is paid hourly (expected compensation to be approx. \$5,000)
 Possible community living available at Cameron House from June - July 2012 with a taxable housing fringe benefit value of \$500.00 a month

To Apply: Submit cover letter, resume, and completed job application to:
 Donaldina Cameron House
 920 Sacramento Street
 San Francisco, CA 94108
 Attn: Laurene Chan, Director of Youth Ministries

Or e-mail to: laurene@cameronhouse.org. Questions? (415) 781-0401, ext. 142
 Job applications can be downloaded at: www.cameronhouse.org

Applications now being accepted until positions are filled.