



La Semilla
Program Facilitator

Position: La Semilla Program Facilitator

Reports to: La Semilla Program Director

Type: Part-time, Non-exempt

Start Date: Asap

Position Summary:

The La Semilla After-School Program Facilitator will assist in development and facilitation of youth program activities for grades K-8th at the Little Village site of New Life Centers. The Program Facilitator will report to and collaborate with the Program Director in program planning, leading activities, tutoring, and communicating and collaborating with program volunteers and participant families.

Qualifications:

- Strong classroom management skills. The ability to be able to manage children & youth with consistency so that the program environment is safe and conducive to learning and growth.
- Ability to work cooperatively and collaboratively with co-workers and volunteers.
- Must be available to attend regular programming, program meetings, and special events.
- Experience with lesson planning.
- Bilingual in Spanish/English is preferred.

Responsibilities:

- Apply and uphold New Life Centers' & La Semilla's procedures and policies.
- Ensure a safe, secure & positive environment for program participants.
- Assist students with successful completion and understanding of homework.
- Assist with maintaining proper care of program spaces and materials.
- Maintain effective daily communication with Program Director and other program staff and volunteers regarding students and program.
- Plan, prepare & facilitate program activities including sports, games, etc. in collaboration with Program Director, staff, and volunteers.
- Communicate with parents regarding their student(s), and encourage parent attendance at provided family events.
- In collaboration with Program Director plan, prepare & facilitate special events for parents and/or volunteers.

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We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.



Requirements:

- Experience working with elementary or middle school age student groups. 1-2 years of experience preferred.
- Must pass a criminal background check.
- Must become a Mandated Reporter.
- Must have completed high school or high school equivalent education.

How to Apply:

Please submit the following materials to **Nina Lopez, Director of Operations**, at **ninaL@newlifecenters.org**:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (email and phone included)

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "La Semilla Program Facilitator" in the subject line of your email.

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