



La Semilla Program Program Instructor

Rev. July 2021

The La Semilla Program Instructor will work in the La Semilla After-School Program, under the direct supervision of the La Semilla Program Director.

La Semilla is part of New Life Centers' intensive, community-based programs for youth in the Little Village and Humboldt Park neighborhoods of Chicago. The target demographics of New Life Centers are: gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to identified community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction. We envision youth and families transformed by hope, becoming men and women of character to create a flourishing, unified neighborhood.

Position Summary

The La Semilla Program Instructor position is Part-Time 25 hours/week, Non-Exempt and will take place in the Little Village community. The Program Instructor is responsible for the supervision of young people K-8th grade as well as the planning and facilitation of program related activities. The Program Instructor will demonstrate a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland. The Program Instructor 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.

Job Responsibilities:

- With team, plans and implements group lessons and activities
- Assures programming begins and ends on time; including set-up, clean-up, and debriefing sessions
- Assures upkeep and safety of space, supplies and equipment
- With team, is responsible for planning and logistics of activities and events
- Assures accurate, timely and complete attendance and youth paperwork
- Assures safety of all participants at all times
- Enforces rules and expectations of NLC and off-site locations where NLC may participate
- Communicates with key staff, volunteers, and Supervisor to address challenges youth may be facing
- Maintains positive family and community partnerships to best support youth engagement
- Creates, plans and facilitates daily lessons and activities
- Communicates needed materials for daily lessons to Supervisor
- Maintains a clean cafeteria before, during and after meal service
- Communicates with volunteers and provides any necessary guidance or direction during daily lessons and activities

Other Duties as Assigned

- Attends mandatory weekly staff meetings and quarterly all staff meetings
- Attends required trainings and events as necessary
- Other duties as assigned by Supervisor

Required Qualifications:

- **Must become a Mandated Reporter**
- **Must pass a background check**
- One-year minimum experience working in the human services field in a capacity that involves direct services to at-risk youth
- Cross-cultural competency
- Strong classroom management skills with the ability to create a safe space conducive to learning and creativity
- Knowledge of the challenges and needs of at-risk youth
- Proficient in Microsoft Word. Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties
- Must keep confidentiality of records and participant information
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively both written and verbally
- Ability to establish cooperative and collaborative relationships with partners

Desired Qualifications:

- Minimum High School Diploma or GED
- Bilingual in Spanish/English preferred
- Valid Illinois Driver's license, insurance, good driving record; subject to driving background check
- Ability to drive a 15 passenger van

How to Apply:

Please submit the following materials to Victoria App, at VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information; minimum two professional (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 Instructor" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.