



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

HOMEWORK CENTER COORDINATOR

DATE POSTED: DECEMBER 4, 2015

APPLICATION DEADLINE: OPEN UNTIL FILLED

Position No. / Range: 1273 / 42.01
Starting Pay Range: \$13.59- \$15.00
Hours of Work: 2:00pm- 7:00 pm
Location: 841 S. 41st St. SD, CA 92114

Union Status: Non-Union
Status/ Hours: Part-time/ Non- Exempt
No. of Weeks: 50
Dept. /Program: Homework Center

Basic Job Assignment:

Under general supervision of the Vice President - Social Services, the Homework Center Coordinator is responsible for organizing and coordinating operations and procedures in order to ensure organizational and operational effectiveness of the Homework Center.

Employment Requirements:

The ideal candidate will have extensive knowledge of: Knowledge of appropriate youth and adult learning theories and practices; Correct English usage, including spelling, grammar and punctuation; Computer equipment and advanced uses of word processing, spreadsheet, Internet database and other software; Budgeting, recordkeeping, filing and purchasing practices and procedures. The candidate will have the ability to: Work as a team player; Be flexible and self-directed; Communicate and work effectively with teens, parents and school personnel; develop and implement effective tutoring plans and skills in classroom observation and design appropriate instructional strategies to meet the needs of Homework Center participants; create and maintain a safe learning environment for youth and others; Operate a computer terminal and/or computer using word processing, spreadsheet, internet and database and other standard business software; Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; Prepare clear, accurate and concise records and reports; Compose correspondence, prepare documents and make arrangements from brief instructions; Communicate clearly and effectively orally and in writing; Organize, set priorities and exercise sound independent judgment within areas of responsibility; Understand and follow written and oral instructions; and use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals. In addition, the candidate should possess a professional presence, be approachable and committed to creating an open and customer focused department, and has demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.

Qualifications:

- Current college student studying in the area of education, psychology, social work, business, or other similar areas required; **OR**
- Teaching certification or teaching experience preferred; **OR**
- Minimum of one year tutoring experience in the areas of reading, writing and math, and a passion for working with children/students;
- Basic leadership and project coordination experience highly desirable;
- Current CPR/ First Aid certification or the ability to obtain within the first 90 days of employment.



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Examples of Essential Functions:

- Act as a liaison between NHA and students seeking help with their homework;
- Collaborate with volunteers to carry out the goals of the program;
- Supervise, aid and motivate students to use their resources to do their homework;
- Facilitate a productive atmosphere for learning;
- Set up and maintain any homework center materials and supplies (publicity flyers, etc.) and help to create a neat, welcoming atmosphere;
- Keep track of statistics related to Homework Center use (recording a daily log of student use including age group and subject inquired about, etc.);
- Assist in the program evaluation process;
- When needed, help individual students with their specific homework assignments and assist individual students in their barriers to learning;
- Develop a collection of resources and supplementary learning materials (including a list of useful Internet Websites);
- Talk and listen to students regarding homework and school, modeling a positive attitude toward learning;
- Promote the Homework Center through visits to local schools, PTA/PTO meetings and other organizations;
- Initiate positive relationships between NHA and teachers/parents whose students use the Homework Center by acting as a liaison;
- Supervise students, handling behavior issues and ensuring that students are safe when they are in the computer setting;
- Create a comfortable, welcoming atmosphere that is conducive to learning;
- Responsible for recruiting and supervising homework tutors, including training and scheduling;
- Maintain and submit reports and proposals;
- Order supplies;
- Lead the publicity of the Homework Center;
- Coordinate transportation services and the preparation of snacks and meals;
- Explore various ways to grow/expand the Homework Center;
- Performs other related tasks as assigned by supervisor.

APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/ emailed to: recruiting@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any supplemental application questions must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your transcripts or diploma or foreign equivalency report and/ or certification to your application. An official copy of your transcripts may be requested prior to an offer of employment. Please only submit the documents required.



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NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case-by-case basis.

HOW DID YOU HEAR ABOUT THIS POSITION WITH THE NEIGHBORHOOD HOUSE

- ☐ NHA Website (www.neighborhoodhouse.org)
- ☐ Jobing.com
- ☐ Indeed.com
- ☐ Edjoin.org
- ☐ Jobs @ Head Start
- ☐ NPworks.org
- ☐ Caljobs.ca.gov
- ☐ Backpage.com
- ☐ CALSAC.org (CA School Age Consortium)
- ☐ Community College or University Website: _____
- ☐ Employee Referral: _____
- ☐ Other: _____

BENEFITS:

Eligible positions receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 20 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department.