Position Title: BAP Shadow Aide 2020 - 2021

Job Description: The Shadow Aide will act as a support person with the Bilingual Afterschool Program (BAP) and provide one-on-one assistance to identified elementary or middle school students as needed. They will work closely with one to two children with special or higher needs in order to engage them with programming and facilitate their growth and learning. No curriculum planning is required of the Shadow Aide, though classroom curriculum may need to be adapted to ensure the child's participation in the program.

Program Description: The Bilingual After School Program (BAP) has been serving immigrant youth for over 35 years, offering group and individual tutoring, academic enrichment, as well as supervised recreation. To offer a balanced and healthy program, we strive to provide youth with various opportunities and rewarding experiences needed for healthy growth and development. The program provides youth from 1st through 8th grades with an academic study-centered environment for homework help, as well as weekly academic enrichment with hands-on, project-based lessons. Through these, we hope to develop a student's ability and passion to learn, as well as supplement their school day with additional curriculum. We strive to build a healthy community of students by providing quality support systems for the individual and their families.

Status: Non-Exempt, temporary, part-time hourly (one to two positions available, depending on program need)

Scheduled Hours (approximate):

- Weekly Schedule *(Subject to change due to SFUSD’s unknown Fall plans- 6/2020)*
  - Elementary School: 2:30pm -- 6:15pm Monday through Friday (Tuesdays from 2:00pm -- 6:15pm to facilitate early-out day at neighboring school)
- Team Meetings/Trainings (approximately twice a month on scheduled weekday evenings and/or afternoons, TBD)
- Additional hours for special events and 1:1 check-ins as determined by supervisor
- Program runs August 17, 2020, through June 2, 2021, and follows the SFUSD instructional calendar for observed holidays and breaks
- Possible hours for full-day programming during the scheduled SFUSD Spring Break from March 29 - April 2, 2021.
- Additional Orientation, Training and Set-up dates before the program begins TBD, as well as Evaluation and Close-up Celebration dates after the program ends TBD
Responsibilities:
- Providing additional assistance to a student with special or higher needs, including but not limited to:
  - Promoting and advocating for the youth’s engagement in the program
  - Interpreting and explaining directions
  - Encouraging and mediating social interaction
  - Adapting activities, as needed, to allow for his/her/they active participation
  - Setting and maintaining appropriate boundaries for the youth’s development
  - Providing positive reinforcement or other behavioral intervention, as needed, to facilitate the youth’s involvement in program activities (e.g. movement breaks, self-regulation tools, etc.)
  - Supervising the youth during transit and field trips
  - Responding appropriately to any questions that might arise from other youth
- Communicate regularly with other staff and supervisor
- Help maintain a positive, inclusive environment for all children and adults at all times
- Share in classroom responsibilities as assigned by BAP Teacher and/or assigned BAP Department Coordinator
- Provide proximity support at all times
- Other relevant duties as assigned by supervisor

Minimum Qualifications:
- At least 18 years old by date of hire
- High School Graduate or GED equivalent
- Passion for helping children and youth succeed
- Works as a team player and self-motivator
- Organized, dependable, and punctual
- Satisfactory clearance of DOJ Livescan, TB Clearance, and completion of Mandated Reporter Certification within 30 days of hiring

Preferred Qualifications:
- Experience in the field of youth work
- Educational background in the field of Special Education and/or Early Childhood Education
- Proficiency in spoken Cantonese and/or Mandarin
- Awareness of, sensitivity towards, and experience with the needs of first-generation Chinese immigrant families in San Francisco

Supervision: The BAP Shadow Aide is directly supervised and accountable to the Out of School Time Programs Director.

Compensation: $16.50 per hour

To Apply: Please email your cover letter and resume to ostdirector@cameronhouse.org
Donaldina Cameron House, also known as Cameron House, is a faith-based nonprofit agency that has served the changing needs of San Francisco’s Chinatown Community since 1874. We help empower Chinese American individuals, families, and recent immigrants to become full participants in, and contributors to, a healthy society. We put our faith and cultural understanding into action through youth programs, leadership development, and social services that help people learn, heal, and thrive.

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Applications are now being accepted until positions are filled. Posted 6/2020.