



Out of School Time Program Assistant

The mission of Donaldina Cameron House is to empower the San Francisco Chinese community to build strength and resilience through family-centered programs. Our vision is a safe and healthy community where people learn, heal, and thrive. Donaldina Cameron House, a nonprofit agency, has served the changing needs of San Francisco's Chinatown community since 1874.

PLEASE READ:

To Apply:

- Please email your cover letter and resume with **"OST Program Assistant" in the subject line** to employment@cameronhouse.org
- Please also include contact information (email/daytime telephone)
- Applications are now being accepted and will be reviewed until the position is filled.

Compensation: \$20.00 - 24.00 per hour/DOE, plus benefits

The Out of School Time Program Assistant will work with the Out of School Time Director and other program staff to help facilitate our Out of School Time program and other programs at Cameron House. The OST Program Assistant will be responsible for overseeing daily logistics such as snack preparation, attendance, and other program administration. The OST Program Assistant will assist staff in providing translation services in Chinese as needed, in order to help build relationships with families, schools, and community partners. The OST Program Assistant will serve in a supportive capacity for the needs of OST and other programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, below is a list of essential duties that an individual must perform satisfactorily. Note that this is not intended to restrict the tasks that may be assigned.

- Administrative duties associated with Cameron House Youth programs and in particular, the OST Program. Administrative duties include tracking paperwork for staff and volunteer intake and onboarding documents for the YM Director (e.g., mandated requirements, certifications upon hiring, alerting YM Director of timely certification expiration).
- Prepare and/or purchase healthy snacks for youth participants, including snack distribution/monitoring using ETS.
- Build relationships and communicate with OST Program families.
- Liaison with and provide effective and caring Chinese (Cantonese, Toishanese, Mandarin) translation services for OST staff, volunteers and students, schools, families, and other community resources, while upholding confidentiality.
- Substitute for OST Teachers as needed.
- Able to use Salesforce to generate enrollment forms.
- Purchase classroom supplies, maintaining inventory of supplies and equipment.
- Participate in cleaning and maintaining the facilities and equipment.
- Regular attendance and schedule adherence, including daily yard supervision and participant engagement.
- Manage calendar to oversee usage of building facility.
- Snack distribution and monitoring using ETS.
- Daily yard supervision with participant engagement.
- End of day check-out and supervision of youth awaiting pick-up and parent/guardians/
- Additional duties as assigned.

QUALIFICATIONS



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

- High School Graduate or GED equivalent and more than one (1) year of experience in youth work.
- Must be at least 18 years old by the date of hire.
- Bilingual and bi-literate in English and Chinese are required.
- At least 12 units in Child Development, Education, or Child and Family Studies, are preferred.

OTHER SKILLS AND ABILITIES

- Possession of a valid California Driver's License, a good driving record, and the use of a properly insured vehicle per the requirements of the State of California.
- Passion for helping children and youth succeed academically and socially.
- Can effectively manage and engage a classroom of approximately 12 to 15 students.
- Able to help students understand and complete their school assignments.
- Must be able to plan and lead weekly enrichment activities.
- Able to communicate in a clear, helpful manner over the telephone and email.
- Organized, efficient, punctual, and dependable team player.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Satisfactory clearance of DOJ Livescan and completion of Mandated Reporter Certification before hiring

OTHER QUALIFICATIONS

COMPUTER SKILLS To perform this job successfully, an individual must have excellent computer skills and display proficiency in MS Suite (Word/Excel/Outlook). The ability to learn new software or apps quickly. Salesforce experience desired.

REASONING ABILITY The ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This is an office environment with a quiet to moderate noise level.



Cameron House is an equal opportunity employer and seeks diversity with respect to religion, race, ethnicity, culture, gender, age, sexual orientation, and physical abilities. For more information, please visit cameronhouse.org.