



Bilingual After School Program Teacher

ABOUT US

Cameron House is a 150 year old institution that is deeply woven into San Francisco history and rooted in faith-based outreach and support. We proudly hold the honor of serving the evolving needs of the San Francisco Chinese community. Cameron House is a hub of year-round programs and services. These programs include our heritage youth school, adult ESL and computer classes, counseling services in English, Cantonese, and Mandarin, domestic violence intervention, and case management for accessing all of the San Francisco area community resources available for immigrants with low to moderate income. We empower community members to build strength and resilience through family-centered programs, and help people learn, heal, and thrive.

JOB SUMMARY

Reports to the Director of Youth Programs and works as a member for the Programs department. *Responsibilities include:* creating and leading an afterschool program for elementary school children; supporting students with homework; fostering positive relationships; and engaging students in active play.

KEY RESPONSIBILITIES

- Help students, grades one (1) through (5), focus on academics and social-emotional learning
- Effectively and positively manage the classroom
- Design, implement and engage students with activities that enrich their learning experiences
- Supervise students during outdoor play and field trips
- Communicate with parents regarding the student's progress, behavior, and needs
- Pick up the students from school (1 block away) on a daily basis.
- Guide classroom volunteers (adult and youth)
- Participate in staff meetings, parent meetings, mandatory trainings, ongoing training opportunities as directed by the supervisor

EDUCATION & EXPERIENCE

- *Required:* High School Graduate or GED equivalent
- *Required:* Possess some experience working with children and youth
- *Required:* Customer service experience
- *Required:* At least one (1) year of experience working with Microsoft Office
- *Preferred:* Familiarity with Salesforce

CORE COMPETENCIES

- Communication Skills
 - **Bi-lingual/Bi-literate in English and Cantonese / Mandarin a plus!**
 - Good writing and verbal skills, able to communicate information and ideas clearly so others understand you
- Cares about Working with Youth
 - Enjoys working with children, helping them learn and develop
 - Possesses a positive and professional attitude, regardless of the task at hand
- Computer Knowledge
 - Knows how to work on a computer, and learn new computer programs quickly
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook)
 - Able to learn new software or apps quickly
- Knows How Act Professionally
 - Able to be organized, dependable and punctual

IMPORTANT

All candidates must fulfill the following requirements upon being hired:

- **Be at least 18 years old by date of hire**
- Achieve satisfactory clearance from the Department of Justice via Live Scan
- Undergo a screening for tuberculosis
- Complete a Sexual Harassment Prevention training

JOB TYPE

- Seasonal, Part Time, Nonexempt
- In Person (no hybrid or remote work options)
- Expected hours: 20+ a week

SCHEDULE

- Mondays, Tuesdays, Thursdays, & Fridays: 2:00pm - 6:00pm
- Wednesdays: 1:30pm - 6:00pm
- Additional hours for lesson planning and preparation, staff meetings, Family Nights, quarterly Saturday BAP Family Outings, and 1:1s as determined by the supervisor

NOTE: The program season runs August 19, 2024 through June 4, 2025, and follows the San Francisco Unified School District instructional calendar for observed holidays and breaks.

WORK LOCATION

San Francisco Chinatown

COMPENSATION

As a financial steward of public funds, Cameron House is committed to pay equity and transparency. Cameron House offers competitive base salaries aligned with the market midpoint for not-for-profit organizations of similar size. To maintain this commitment, Cameron House does not negotiate salary offers; instead, each offer is carefully calculated using benchmarking data. **This is an nonexempt (hourly) role with a pay range of \$21.50 - \$25.85 an hour.**

BENEFITS

- Sick Time
 - One (1) hour for every thirty (30) hours worked
- Employee Assistance Program

TO APPLY

Please submit your application, resume and cover letter by clicking on this **[APPLICATION FORM](#)**. Thank you!

NOTE: It's important for you to know we appreciate cover letters, they help us understand why you are interested in working with us and they show us how you express yourself in writing. We will prioritize applicants who provide a cover letter.

In your cover letter, please share a brief overview of how your qualifications align with the requirements for this position.

Cameron House aspires to make the online job application process accessible to any and all users.

If you have a disability that impacts your ability to complete the application process, and would like to request assistance or accommodation, please contact us at accommodations@cameronhouse.org

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any bias including race, color, age, sex, sexual orientation, religion, disability or national origin.

Lastly, pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.