

Afterschool Program Instructor (University Village Albany)
(4128U), Recreation & Wellbeing - 65892
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242586>

Downloaded On: Aug. 10, 2024 9:18am

Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title	Afterschool Program Instructor (University Village Albany) (4128U), Recreation & Wellbeing - 65892
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5481180

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley Youth Recreation leads the way in providing programming for kids of all ages. Located on the UC Berkeley campus for more than 60 years, we offer high-caliber, impactful, and youth programming.

Application Review Date

The First Review Date for this job is: Saturday, March 23, 2024

This is an ongoing hiring process with numerous positions available. Applications will be regularly assessed, and hiring will occur at various points throughout the year. The job listing will remain open for as long as applications are accepted.

Responsibilities

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I. PROGRAM INSTRUCTION & FACILITATION

- Teach age-appropriate skills and activities in a progressive sequence and/or assist with leading activities as assigned by supervisor.
- Prepare and submit a specific lesson plan or activity for each activity session; plan progressive lessons with peers based on participants ages and skill levels.
- Run organized and well-executed classes where there is maximum opportunity for participation in diverse activities that are creative and engaging.
- Actively participate and engage with all participants.
- Connect the program values and life skills to the activities in a developmentally appropriate manner.
- Promote theme days or group traditions to help participants feel united as a group.
- Help all youth make friends and enjoy the camp experience.

II. MISCELLANEOUS

- Provide general supervision, risk management, and downtime activities for youth participants.
- Develop age appropriate relationships with program participants and identify and meet individual children's needs.
- Help program participants leave their comfort zones and take healthy risks while improving knowledge and skill.
- Account for all program participants, take attendance regularly and follow check- in/out procedures.
- Walk youth participants safely between locations and supervise on water/bathroom breaks.
- Assist participants with belongings, lost and found, sunscreen/water, trash pick-up, etc.
- Assist and guide youth in resolving their own problems and step-in only when necessary.
- Supervise and coach junior staff working in your area, providing direction and feedback if necessary.

III. COACHING

- Supervise and coach junior staff working in your area, providing direction and feedback if necessary.
- Motivate youth and junior staff to enthusiastically participate in all activities.
- Provide recreational activity instruction to children (grades K-5) in one or more of the following areas: archery, arts and crafts, badminton, baseball, basketball, card games, chess, dance,

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dance (hip hop), drama, field hockey, football, Frisbee, golf, in-line hockey, lacrosse, leadership, magic, motor fitness, music, nature studies, rugby, self- defense, skateboarding, soccer, softball, table tennis, Taekwondo, tennis, track and field, volleyball, and yoga.

- Maintain a supportive environment for program participants and facilitate involvement.

III. PLANNING & PROGRAMMATIC DEVELOPMENT

- Assist with parent orientations and check-in and check-out procedures.
- Promote theme days or group traditions to help program participants and staff feel united as a group and add enjoyment to the program.
- Look for ways to make the Afterschool Program better and share those in your weekly team leader meetings.
- Ensure participants have safe and appropriate equipment, facilities, and supplies.
- Keep equipment, binder, and supplies in order, well maintained, and in the proper location
- Complete and submit paperwork accurately (timesheets, lesson plans, certifications, etc.).
- Accept feedback and make necessary corrections.
- Conduct daily check of activity area for safety and cleanliness; make needed improvements or report needs to a supervisor or team leader.
- Assist with, lead, and/or participate in all special events, staff meetings, and programs designated by your supervisor.

Required Qualifications

- Knowledge of and/or ability to learn about Youth Recreation Programs, program planning/development, program structures, basic classroom management, and youth learning styles.
- Service orientation, judgment and decision-making, critical thinking, developing original ideas, creative problem-solving skills in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally.
- Client service minded, entrepreneurial spirit and creative thinking.
- Must have highly effective verbal and written communication skills.
- Must be proficient in the use of basic computer applications.
- Knowledge of and/or ability to learn campus policies and procedures.
- CPR/First Aid Certification.

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Education/Training:

- High school diploma or equivalent certification and/or equivalent experience/training.

Preferred Qualifications

- Associate Degree, Bachelor's Degree, some college coursework, and/or equivalent experience/training

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$20.50 - \$21.25.

- This is a 5-month, 75%, full-time (30 hours per week), contract position that is eligible for UC benefits with the possibility of extension.
- This position is non-exempt and bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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N/A

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