

Albany Afterschool Program Instructor, Recreation &
Wellbeing (4128U) 80056
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260482>

Downloaded On: Aug. 18, 2025 12:59am

Posted Jul. 31, 2025, set to expire Jun. 30, 2026

Job Title	Albany Afterschool Program Instructor, Recreation & Wellbeing (4128U) 80056
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services
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Job Description

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Albany Afterschool Program Instructor, Recreation & Wellbeing (4128U) 80056

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

Position Summary

Albany Afterschool Program Instructors support the daily operations of Berkeley Youth Recreation's Albany Afterschool Program by leading engaging, age-appropriate activities and supervising youth in a safe, positive environment. Instructors are responsible for managing a group of participants, planning and facilitating lessons in areas such as sports, arts, STEM, and homework help, and building strong relationships with participants. They also help maintain program spaces and contribute to a welcoming, inclusive afterschool setting. Other duties may be assigned as needed to support overall program success.

Application Review Date

The First Review Date for this job is: August 12, 2025

Responsibilities

I. GENERAL SUPERVISION

- Ensure the overall supervision and safety of youth participants, managing risks and facilitating engaging activities.
- Build positive, age-appropriate relationships with youth participants, identifying and addressing

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individual needs to foster growth and well-being.

- Encourage youth participants to step outside their comfort zones, take healthy risks, and enhance their knowledge and skills in a supportive environment.
- Assist with school pickups by riding in program vans and walking to/from local schools.
- Safely guide youth participants between locations and supervise them during water/bathroom breaks, ensuring their well-being at all times.
- Assist youth participants with personal belongings, lost and found items, sunscreen application, hydration, and waste disposal, promoting responsibility and independence.
- Support youth participants in problem-solving and conflict resolution, stepping in to offer guidance only when necessary to empower their decision-making.

II. PROGRAM INSTRUCTION & FACILITATION

- Teach age-appropriate skills and activities in a structured, progressive sequence, or assist in leading activities as directed by supervisors.
- Develop and submit detailed lesson plans for each activity, collaborating with co-counselors and supervisors to design progressive lessons tailored to youth participants' ages and skill levels.
- Lead fun, engaging afterschool activities for youth in areas like sports, group games, arts & crafts, STEM, movement, leadership, and homework help. Create a positive, inclusive space where kids can play, connect, and grow after the school day ends.
- Actively engage with youth participants throughout activities, fostering a community environment.
- Integrate program values and life skills into lessons and activities, ensuring they are presented in a developmentally appropriate and meaningful way.

III. ADMINISTRATIVE

- Ensure all equipment, materials, and supplies are well-organized, properly maintained, and stored in their designated locations.
- Complete and submit all required paperwork accurately and on time, including training documentation, timesheets, lesson plans, and certifications.
- Complete and submit all incident and accident reports to supervisors promptly, as required.
- Conduct daily safety and cleanliness checks in activity areas, addressing any issues or reporting them to a supervisor.

IV. MISCELLANEOUS

- Assist with the check-in and check-out procedures for all youth participants.
- Foster group unity by promoting theme days and program traditions, helping both youth

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participants and staff feel connected and engaged.

- Support youth participants in making friends and enjoying the program experience.
- Contribute ideas to improve program operations and share suggestions during weekly staff meetings or check-ins with the supervisors.
- Assist with, lead, or actively participate in staff social events, staff meetings, and any other programs assigned by the supervisors.
- Fill staffing needs and/or gaps at any of the other currently operating Berkeley Youth Recreation programs, as determined by the supervisors.

Required Qualifications

- Basic knowledge of youth recreation and/or afterschool programs, including lesson planning, group/classroom management, and youth learning styles.
- Has customer service orientation, judgment, and decision-making skills.
- Critically thinks and creatively problem solves in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally.
- Must have highly effective verbal and written communication skills.
- Must be proficient in the use of basic computer applications.
- Must be able to successfully pass FBI and DOJ Criminal Check.
- Demonstrates professionalism by being punctual, reliable, communicative, and open to feedback and coaching.
- High school diploma or equivalent certification.
- Adult & Pediatric CPR/First Aid/AED certification
- Must maintain valid CA Driver's License and clean DMV record.

Preferred Qualifications

- At least 12 months of previous experience working in recreational or afterschool programs for youth.
- Has basic knowledge of UC Berkeley's campus policies and procedures.
- Some college or Associate Degree and/or Bachelor's Degree preferred.

Salary & Benefits

This is a 9-month, part-time (12 hours/week), contract appointment, not eligible for UC . This is a non-exempt, hourly paid position.

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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 hourly range that the University reasonably expects to pay for this position is \$20.50 to \$21.25.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

Other Information

- Work Location: University Village Albany Community Center (1125 Jackson Street, Albany, CA 94706)
- This recruitment has 6 openings.

Conviction History Background

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.

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SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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

Contact Information

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

Contact

N/A

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