



## Real Options for City Kids Job Opening – After-School Program Homework Assistant

### Overview

Real Options for City Kids (ROCK) is dedicated to nurturing the healthy development of children by listening attentively to their needs and by providing opportunities to those who might not otherwise have access. ROCK aims to promote the positive development and long-term success of the youth that it serves through a combination of in-school and after school learning enrichment, sports and fitness, leadership training, outdoor adventure, and summer camp opportunities. ROCK's programs are designed to serve girls and boys, ages 6-17, who live in or attend school in San Francisco's Visitacion Valley. Please visit [www.rocksf.org](http://www.rocksf.org) for more information.

### Job Overview

**Title:** After-School Homework Assistant for 3<sup>rd</sup>-5<sup>th</sup> grade

**Description:** ROCK's after-school program is open M-F from 1:50 pm-5:30 pm at El Dorado Elementary School. During the program, K-5<sup>th</sup> grade students participate in various activities including homework help, free time, sports & fitness, service learning, arts & crafts and more.

**Pay:** \$10.24-13/hour depending on experience

**Commitment:** M-TH 1:30 pm-5:30 pm through the end of school year. Must be able to fully commit to all program hours. Please note: There is potential for additional hours.

**Program Start Date: Immediately**

### Primary Responsibilities

Responsibilities: The After-School Homework Assistant will be responsible for the following:

- Co-manage a group of 20-25 participants during homework help
- Co-manage 1-2 staff
- Co-create on-going, age appropriate curriculum to be utilized during learning enrichment, with a Project Based Learning emphasis
- Create a safe learning environment
- Complete incident reports in the event of an injury
- Assist in setup/cleanup of classroom
- Co-plan and facilitate age appropriate activities
- Develop positive relationships with staff, students, teachers and parents
- Communicate staff & student's progress to Program Coordinator during weekly meeting
- Be a leader and role model to children and staff
- Attend weekly staff meetings
- Attend scheduled all program events
- Assist in planning program wide celebrations

### Qualifications

- 48 college credits from an accredited college or university
- 1 -2 year experience in working with children
- 1 year experience managing staff
- Desire to work with at-risk urban children
- Sense of humor
- Have a reliable means of transportation to and from program
- Bi-lingual in Spanish, Cantonese and/or Samoan a plus but not required

### How to Apply

Please follow the instructions below. Those who do not follow instructions will not be considered for the position.

1. Check out [www.rocksf.org](http://www.rocksf.org) to make sure ROCK is a good fit.



2. Send an email to [esjobs@rocksf.org](mailto:esjobs@rocksf.org) with ESPC-1 HOMEWORK HELP ASSISTANT, 3<sup>rd</sup> – 5th in the SUBJECT line and containing the following:
  - a. Cover letter (please no more than one page, single spaced), including the following information:
    - i. ROCK lives by 7 virtues (see below) as follows: Love, Courage, Self-Control, Faith, Justice, Wisdom and Hope. Of those virtues, which is your favorite and why?
    - ii. What is the first thing you would do if you were hired by ROCK?
    - iii. Why should ROCK hire you?
    - iv. What is one word that describes you and why?
    - v. Indicate which grade level you would like to work with.
  - b. Resume
  - c. Contact information for 3 references
3. Phone calls will NOT be accepted and will greatly reduce your chance of interviewing

### **ROCK Virtues**

ROCK promotes seven virtues that help to provide a sense of values for kids to live by as follows:

- *WISDOM* - Wisdom does not have to mean superior knowledge. It means putting the knowledge that one has to good use.
- *COURAGE* - Courage is not the quality that enables one to meet danger without fear, it is being able to meet danger in spite of one's fears.
- *SELF-CONTROL* - Self-control isn't limited to the control of one's temper, but control of one's self in all things: eating, playing, and even working and talking.
- *JUSTICE* - Justice is the practice of dealing fairly with others, without prejudice or regard to race, color, or creed.
- *FAITH* - Faith is believing in what you hoped for and being certain of what you cannot see.
- *HOPE* - Hope means to expect with confidence. Always hope for better things to come. A person without hope is of little good to oneself or one's community.
- *LOVE* - There are many kinds of love, love for family, love of home, love of others, love of God, love of country. Many kinds of love make for a full life.