

Position Announcement

Program Aide for Wah Mei Summer Camp

Wah Mei School at 1400 Judah Street, San Francisco, CA
Part-time during the school year, potential full-time summer program

Pay Rate. \$18-19/hr

Agency Overview. For over 40 years, Wah Mei has operated a high-quality bilingual preschool in San Francisco. In 1981, Wah Mei expanded its services to elementary school children.

Position Overview. Wah Mei School is seeking Program Aides for its Summer Camp. We believe that a high quality summer program meets the needs of youth through academic support, enrichment activities, multiculturalism, a project-based curriculum that aligns with school day learning, and social support through mentoring relationships. We create a community environment in which youth learn leadership by example, develop critical thinking skills, and treat each other with kindness and respect. The Program Aide will be a critical part of the team, supporting the Program Leader in creating a safe and creative environment for learning activities for elementary school-age children, help with homework, and carry out other tasks that support an engaging, highly enriched, fun and safe after-school experience to children from diverse backgrounds. The Program Aide needs to bring passion and intelligence, be a team player, and model Wah Mei's core values.

We have adapted our summer program to meet the health and safety guidelines provided by the City and County of San Francisco during the COVID 19 pandemic. This program will require all staff, participants, and their families to follow safety guidelines.

Key Responsibilities

- Assist the Program Leader in engaging students in daily academic and enrichment activities for core and non-core programs (child to adult ratio of approximately 12 to 2);
- Be a positive role model and demonstrate Wah Mei School values of promoting bilingualism, building community, and nurturing child development.
- Effectively interact with students, providing a physically and emotionally safe learning environment;
- Motivate, inspire and support child development by building effective relationships to match each child's individual needs;
- Prevent and troubleshoot playground conflicts, and respond to bumps and accidents, including reporting any incidents to the immediate supervisor
- Build strong relationships and effectively communicate with families and the school site community
- Lead small group activities as needed
- Perform all other duties as assigned

Knowledge, Traits and Other Requirements. Wah Mei welcomes applications from persons who are available to work weekdays during summer program hours (8:30 AM - 5:30 PM), and who are reliable and have a passion for providing a positive learning experience for children. In addition to program hours, Program Aides will be paid for training workshops. The ideal candidate must have emotional intelligence and common sense, and be a positive role model. This is an ideal experience for those who want to dovetail coursework (e.g., in child development, education, psychology, social work or related field) with practical experience. Professional development is built into the program. Experience working with elementary school age children is a definite asset! This is a Chinese immersion program requiring Chinese language skill. Additional hobbies and skills to share with students for enrichment activities also a plus.

- Must be able to provide TB and medical clearance
- Must be up to date vaccinated on COVID-19 vaccines
- Must be able to pass fingerprint and DOJ clearance
- CPR and First Aid Certification preferred

To Apply, please send a resume and cover letter indicating your interest to hr@wahmei.org. Please include three references, including their relationship to you and how long you have known them.