

Position Announcement

Program Leader for Wah Mei Summer Camp

Wah Mei School, San Francisco, CA
Full time temporary

Pay Rate. \$20-22/hr

Agency Overview. Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children's development while building a supportive community for their families. Our programs now include Early Care & Education, Before and Afterschool, Weekend Chinese Classes, and Summer Programs at multiple sites.

Position Overview. Wah Mei School is seeking a Program Leader for its Summer Camp. We believe that a high quality youth development program meets the needs of youth through academic support, multiculturalism, project-based curriculum, 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 Leader will be responsible for implementing learning activities for elementary school-age children and carry out other tasks that support an engaging, highly enriched, fun and safe summer experience for children from diverse backgrounds. The Program Leader needs to lead with passion and intelligence, be a team player, and must 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

- Plan, create and lead daily academic and enrichment activities for core and non-core programs in a small group setting (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;
- Devise curriculum to foster academic learning, physical activity, cultural competency, emotional intelligence and teamwork;
- Prevent and troubleshoot youth conflicts, and respond to incidents, including reporting any incidents to the immediate supervisor;
- Build strong relationships and effectively communicate with families and the school site community;
- 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 Leaders will be paid for planning time and for training workshops. The ideal candidate must have emotional intelligence and be a positive role model. This is an ideal opportunity for an education professional or for those who want to dovetail coursework (e.g., in child development, education, psychology, social work or related fields) with practical experience. Experience working with elementary school age children is required. Organizational skills and the ability to multi-task – facilitate an activity while “seeing” all the side activities happening in the room – is necessary. Additional hobbies and skills to share with students for enrichment activities are also a plus.

- Chinese Language skill (preferred)
- Must be able to provide TB and medical clearance
- Must be up to date 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.