

**Multicultural Arts Summer (MAS)
Youth Program Coordinator Assistant**

Department: Youth Program

Salary: \$16/hr

Time Commitment:

- May 19 – June 12 (25 hours a week) Tue-Fri.
- Jun 15-Aug 7 (35 hours a week) Mon-Fri.
- After the program ends (Aug 7) hours goes back to 25 a week until August 14.

Job Status: Temporary, May 19 - August 14

Position Summary:

The Assistant Youth Coordinator will assist the Arts Education/Outreach Coordinator with the planning, registration (Google Database), coordination, implementation, record-keeping, overall program support, supervision of volunteers and lunch program, and evaluation of the MAS (Summer) program.

Primary Duties

1. Assist Coordinator with the registration process, parent orientation session(s), and meetings.
2. Supervise and coordinate MAS volunteers.
3. Assist and support instructors with their classes (attendance, time sheets, scheduling, materials, and supplies, etc.)
4. Provide clerical and office support with forms, emergency cards, lists, reports, record keeping, statistics, and translation of documents.
5. Contact/answer questions from parents and students concerning applications, registration, classes, program activities, and discipline.
6. Counsel students and enforce established program rules.
7. Coordinate and supervise the distribution of lunch at noon and snacks.
8. Participate in the Mandatory DCYF Lunch Training on May 22 from 9:30am – 1:30pm.
9. Remain in lobby at end of program until students are picked up or arranged for pick up.
10. Assist with program activities (i.e., field trips, picnics, and End of Summer Exhibition/Performances).
11. Various tasks assigned by the Arts Education/Outreach Coordinator.

Experience & Qualifications

- Bilingual literacy (speaking, reading, and writing) in Spanish and English.
- Excellent interpersonal skills.
- Minimum of 1 year experience working with bilingual students in an urban community setting.
- Ability to handle multiple tasks and work well with artists/instructors, and participants.
- Computer Literacy: Google Docs, Microsoft Word and Excel

Apply

Send letter of application, resume and 3 references and any support material in PDF format to:

Mission Cultural Center for Latino Arts

Attention: Jennie Rodriguez

2868 Mission Street

San Francisco, CA. 94110

E-mail jennie@missionculturalcenter.org