Job Description: Summer Mandarin Aide

Description
The position reports directly to the Site Director and Class instructor and will coordinate with staff and volunteers to implement the daily activities of the program and promote a safe and positive learning environment for the children. Specifically this position will support the lead instructor teaching to elementary school age class of up to 20 students to support the promotion and learning of the Mandarin/Core curriculum.

Qualifications
1. Experience working in youth programs in socioeconomically/ethnically diverse communities
2. Ability to motivate and manage behavior, organize and supervise students and volunteers
3. Ability to manage classroom (1:20 ratio)
4. Minimum of 49 college units
5. Correct usage of Mandarin Chinese, oral and written (including understanding traditional, simplified and Pinyin systems), understanding of the Chinese cultural heritage and proficiency in English
6. Work effectively with a wide variety of personalities and situations requiring tact, judgement, and poise

Position Specifics
1. Approximately 35 hours per week (must be available to work Monday thru Friday): From June 15 through July 10 (No instruction on July 3rd)
2. Program will run Mondays through Fridays from 7:30am until 2:30pm.

Major Responsibilities

Program Management Support
1. Implementation of program curriculum
2. Support the implementation Chinese culture related lessons and activities.
3. Work with small groups of kids on lessons and/or group activities
4. Provide role modeling and supervision
5. Oral/Language Arts/Cultural Enrichment.

Communication/Administration
1. Point of contact for communication students, volunteers, and parents
2. Manage arrival and dismissal procedures for children

Training Sessions
1. Between May 4-15, we will need the aide to be available to observe at least 1 class session to better understand our classroom management approach at William Land Elementary School for at least 1 hour. These class sessions are from 9:00am-10:00am.

2) We may also ask you to prepare a demo lesson to be taught to a small group of children during the May 4-May15 period. You will be asked to possibly lead a small group during the 2:00pm-2:45pm instructional period.

Compensation
Pay is $10/hr; No benefits

Please send resume and cover letter to Enoch Yeung at enochy@gmail.com.