**JOB ANNOUNCEMENT**

**High School Technology and Programming Project Coach**

**Life Academy, East Oakland, CA**

**Alternatives in Action** inspires Bay Area youth to realize their leadership potential and prepares them for college, career and community life through dynamic educational, skill-building and real world experiences. Our schools, programs and partnerships provide innovative opportunities and supports that help children and youth succeed and ultimately become contributing adults. Serving 1,000 youth annually, we provide a holistic approach to youth development that includes community impact projects, enrichment groups, college and career readiness activities, parent involvement programs, and educational supports at each of our sites. We are leading community school initiatives in West and East Oakland and operate a charter high school, a preschool and provide training and consulting in the youth development and education fields. Our staff and student population is diverse and committed to community building.

#  The ideal candidate for the High School Technology and Programming Project Coach would have the following characteristics:

# Be a committed youth development professional who isn’t afraid to roll up their sleeves in a non-traditional setting and facilitate computer technology-related project groups based on best practices and real-world skill building

# Be a motivated and responsible leader who is dedicated to creating opportunities for youth to cultivate skills that prepare them for college, career and the community

# Have an ability to work with urban youth and build a strong, positive group culture

**Alternatives in Action at Life Academy:** Alternatives in Action has been providing after school leadership and programming at Life Academy of Health and Bioscience since 2005, serving over 350 students through enrichment, academic, and internship programs. Our goals are to increase overall student achievement by providing access to high quality academic and enrichment services in the after school hours through the following services: 1) Increasing access to academic supports including workshops, intervention, remediation, and tutoring; 2) Advancing post high school readiness through internships, college and career planning, and real world opportunities and experiences**;** 3) Providing high quality enrichment programs that meet the diverse interest and needs of students and the overall Life Academy community. 4) Increasing and deepening parent participation within Life Academy by providing clear communication, expanded leadership roles, and educational and training opportunities.

**RESPONSIBILITIES – High School Technology and Programming Project Coach**

The high school technology and programming project coach will be responsible for creating, coordinating, and facilitating engaging curriculum related to computer programming, web design, multimedia and other technology-based activities to be implemented during the extended day program. Additionally, this project coach will support daily academic intervention and tutoring during the first hour of the extended day program. This will be the first year our high school program will have technology-related electives, so the individual in this position will need expansive knowledge concerning how to lead youth instruction in this subject area and be ready to provide organizational leadership as we expand such opportunities at Life Academy. The coach will work in partnership with high school interns regularly to plan and facilitate class sessions.

**Responsibilities Include**:

* Create and document curriculum that is age appropriate and responsive to the developmental needs of 9th-10th grade students that builds skills in computer programming, web design, multimedia, and other technology-related fields
* Coordinate academic intervention, homework support, and tutoring daily during academic time for group of 15-20 students
* Collaborate with a high school-aged “youth coach” to co-create and co-facilitate weekly after school class sessions
* Produce a fall project and a spring community impact project involving computer programming or other technology-based media
* Develop relationships with school teachers, administrators, community organizations, and others
* Participate in professional development opportunities including weekly and monthly staff meetings and content specific workshops as needed
* Support school wide and community program events throughout the school year
* Work with the Community Programs Coordinator to develop and implement a recruitment and retention strategy for youth participants
* Ensure youth attend program daily through ongoing communication with parents and teachers in the school day
* Document all student attendance in an orderly manner
* Refer students to academic, health, and mental health services as needed
* Assist in coordinating systems for tracking technology equipment with school day and extended day staff

**QUALIFICATIONS:**

* 2+years of experience teaching or mentoring middle or high-school age students in youth development and/or educational programs; passion for working with youth within a social justice framework
* Strong background in technology-based instruction, including but not limited to: computer programming, web design, and video game development.
* Demonstrated ability to facilitate youth towards the achievement of outcomes
* Experience in program development & coordination
* Excellent communication, facilitation, organization, writing, and team-building skills
* Demonstrated ability to develop and implement curricula, lesson plans and to keep detailed records
* Ability to manage multiple projects, work independently and as a team-member
* Experience working with diverse groups and communities
* Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness
* Willing to work some evenings and weekends
* Associate Degree required; Bachelor’s degree preferred
* Current driver’s license and insured, operational vehicle (reimbursement is provided for travel between program sites)
* Ability to lift 20 lbs and engage in physical activities such as active ice breakers/team-builders
* Available to work 1:00-6:00pm Monday-Friday during the school year (classes start August 25th)
* People of color encouraged to apply

**Hours:** Part-time, 10-15 hours per week(5 hours per day, available Monday-Friday, 1:00-6:00pm)

**Compensation:** $17-$21/hr., DOE.

**Supervisor:** High School Community Programs Coordinator at Life Academy

**Start date:** July 28th, 2014

**Offer of employment is contingent on passing a criminal background screen and TB test.**

**To apply, submit resume and cover letter to** **hr@alternativesination.org****. Please enter the job position in the subject line.**

**Thank you for applying. Due to the volume of candidates, we are unable to contact each candidate individually. If you are being considered for the position, you will be contacted within 5 business days. We are unable to accept** **phone calls or walk-ins.**

## *NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.*