



Position Title:	Middle School Program Classroom Leader
Program:	Middle School Program
Compensation:	\$18-21 dollars an hour DOE, pay is hourly, Part time benefits
Schedule:	School Year, Mon -Fri 2:30 pm - 6:45 pm August through May
Exemption Status:	Part Time, Non-Exempt, Hourly position May require some weekend and evening work
Reports to:	Middle School Program Manager Director of Programs
Supervises:	Students in the Middle School Programs & some all age programs

About the Organization:

Hope Horizon East Palo Alto is devoted to carrying out Jesus' instruction to share the gospel with all creation and to love each other as He loves us. Our vision is that our alumni are active in their faith filled with hope, purpose and marketable skills and who give back to their communities. Since our founding over 35 years ago, the mission of Hope Horizon is to equip the youth of East Palo Alto and the Belle Haven neighborhood to grow spiritually, gain life skills and develop as leaders so they have hope and a future. Hope Horizon is a \$1.2MM non -profit serving close to 250 mostly at-risk and low-income youth each year in after-school and summer programs, using relational, holistic and collaborative approaches to empower the next generation of community leaders. Please see www.hopehorizonepa.org for more information on Hope Horizon EPA.

Hope Horizon East Palo Alto is committed to Equal Employment Opportunity (EEO) in compliance with bona fide occupational qualification (BFOQ). Hope Horizon EPA follows Federal, State, and local laws that prohibit employment discrimination based on race, gender, national origin, disability, color, age, pregnancy, marital status, citizenship, genetic disposition, or veteran's status or any other classification protected by State/Federal laws.

About the Position:

The Hope Horizon EPA Program Staff is seeking an experienced individual to work in the classroom, directly with students in the middle school academic program. The Classroom Leader will be responsible for the development of the middle school students in their classroom and will work closely with the Middle School Program Manager.

They will also be responsible for working with the program team, Director of Spiritual Development, and Hope Horizon EPA volunteers to clearly guide middle school students as they coach them in age specific, applicable academic lessons with faith-based components.

The qualified candidate will be a competent classroom leader with a high level of integrity that has worked in a similar non-profit or ministry. They will have training or schooling in academic success, classroom development, lesson planning and proper understanding of how to work with students in a classroom setting. This candidate will have knowledge of child development and will share their skill set in an effective way with students. They will be mindful that they are a representative of Christ and of Hope Horizon EPA as they work within our community.

Key Responsibilities:

Vision & Strategy

- Oversee Hope Horizon EPA classrooms at their most essential levels.
- Carry out the mission of Hope Horizon East Palo Alto and the vision of its leadership while adhering to defined organizational values.

Fundraising & Community Relations

- Possibly participate in Hope Horizon EPA fundraising events throughout the fiscal year.
- Promote Hope Horizon East Palo Alto in our community and with local organizational partners; this may include speaking in a variety of settings and representing the organization at public events.
- Utilize networks within local agencies, area churches, and similar ministries to reinforce and engage with Hope Horizon East Palo Alto student academic programs.

Classroom Support and Responsibilities

- Supervise and assist students in completing their daily tasks.
- Keep children on track with the daily program schedule while in classroom.
- Work with students and support them in all subject areas.
- Manage and discipline students appropriately, when necessary.
- Maintain accurate academic records and submit in a timely manner.
- Supervise students during breaks and facilitate snack distribution.
- Engage with and motivate students to be physically active during breaks.
- Supervise students during “Store” time.
- Complete other duties as assigned by Program Manager to meet the needs of Middle School Academics.
- Maintain cleanliness throughout program hours and at the end of the day.
- Supervise dismissal procedures and safely connect students with guardians as they leave the Hope Horizon East Palo Alto property.
- Help train and orient new tutors/volunteers, as necessary.

Spiritual Components • Participate in monthly 1-1 discipleship & coaching with Director of Spiritual Development

- Lead students in prayer at the beginning and end of every class.
- Engage students with an assigned devotional and a short check-in on how their day is going.
- Encourage students to actively grow in assigned character trait of the month.
- Participate in daily staff group huddles

Required Qualifications

- Agreement with Statement of Faith and commitment to the mission of Hope Horizon East Palo Alto.
- Successfully pass Live Scan Background Check.
- Work experience, including a focus on urban and multi-ethnic ministries with children.
- Have a desire to help children improve their academic and social skills.
- Some college courses completed.
- Persuasive and passionate communicator with strong written and verbal skills.
- Strong work ethic with a high degree of energy, emotional intelligence, and excellent interpersonal skills.
- High ethical standard and values.
- Strong attention to detail, excellent organizational skills and an ability to work well under pressure.
- Ability to work at conflict resolution, or be willing to learn, to maintain relationships within program staff and volunteers for the success of the programs and reputation of Hope Horizon East Palo Alto within the greater community.
- Willingness to participate collaboratively, supportively, and enthusiastically on a diverse team.
- Participate in ongoing trainings relevant to the job role.

Preferred Qualifications

- Bilingual (Spanish)
- Bachelor's degree
- Experience working in a nonprofit
- Strong familiarity with the East Palo Alto and Belle Haven communities
- In order to reflect the community served, Latino, Pacific Islander, and African American candidates are encouraged to apply

How To Apply

- Applications need to include both a resume and cover letter in order to be considered.
- Attachments must be in .doc or .pdf format only.
- In your cover letter, please explain your interest in Hope Horizon East Palo Alto and why you think you are a good fit for this role.
- Only resumes with cover letters will be considered.
- No phone calls please.

- Applications will be accepted on a rolling basis, but preferential review will be given to candidates submitting their application by Wednesday, August 16, 2023 or sooner.
- Send to Jenn Nicks, jennifer@hopehorizonepa.org, c/o Hope Horizon East Palo Alto, 1001 Beech Street, East Palo Alto, CA 94303.
- Job Type: Part-time
- Pay: \$18.00 - \$21.00 per hour