

**Latino Task Force**  
**Summer Hub Teacher Assistant**

\$22 Hourly/Full-Time; 8 weeks; non-benefited position

**Attendance Expectations**

Summer Training Dates: **June 3rd - June 7th, 2024**

Summer Program Dates: **June 10th - August 2, 2024**

**Program expectations:**

- Must be able to participate in all activities including water supervision (in pools or water parks) and fitness programming
- No cell phone while responsible for the supervision of students
- Field trip dates require extended hours so schedules will be changed to accommodate a 9:30am-7:00pm schedule

**Overview / Description**

Under the direction of the LTF Education Manager, the Teacher Assistant is responsible for supporting a classroom of 15-20 children. The role of the Teacher Assistant is to assist the Lead Teacher in implementing the instruction, learning, safety, and engagement of the students in the summer program.

**Job Duties**

- Assist Lead Teacher with instruction/classroom management of 15-20 students
- Provide co-facilitation and co-supervision of educational, enrichment, and recreational programming over the 8-week summer program (8 hrs a day/5 days a week)
- Assist in the coordination of culturally relevant student activities designed to address program goals
- Develop meaningful relationships with students/families (responsible for group of students assigned by lead teacher)
- Engage with students during field trips and other off-site activities
- Ensure the safety of all students in the program
- Keep accurate and consistent records of required data

- Track attendance at activities
- Be familiar with lesson plans; be prepared to co-teach and lead planned activities
- Represent LTF at assigned community events, meetings, and other relevant opportunities to promote LTF Education Programs
- Participate in trainings and meetings as required
- Other duties as assigned

### **Qualifications**

- Able to engage in all activities with students, including but not limited to, getting into the swimming pools, fitness activities, and monitoring, setting up, and cleaning up snacks and meals
- Ability to work in a fast-paced environment
- Experience in education or related fields must have experience working with children k-8 grade
- Possess strong communication and organizational skills and be able to work in a collaborative team environment
- Must pass criminal background check and TB test clearance
- Must be available to work the entire 8 weeks of the summer program
- Fluent in Spanish
- High School Diploma/GED required
- College enrollment highly desirable

### **About Us**

The SF Latino Task Force collaborates to forge partnerships between the community and the city, driving the implementation of comprehensive recovery programs aimed at fostering economic stability, tackling health disparities, and linking vulnerable communities to essential services, ultimately nurturing healthier and more vibrant families.

### **For Consideration:**

Please submit a cover letter and resume to [Efrain@mlvs.org](mailto:Efrain@mlvs.org)