

**Job Title:** Youth Summer Camp Instructor  
**Report to:** Youth Department Manager  
**Position type:** Full-time, Seasonal  
**Start date:** June 28, 2021



## **Job Description**

Chinese Mutual Aid Association (CMAA) is seeking two full-time Youth Summer Camp Instructors to support our 2021 Youth Summer Camp. CMAA's Youth Summer Camp serves low-income immigrant and minority youth by promoting academic success, social-emotional, and positive activities during the summer months. The program serves youth from K-7<sup>th</sup> grade, and students are divided into three classrooms: K-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>, and 5<sup>th</sup>-7<sup>th</sup>. CMAA is specifically looking for an instructor to split time between the 3<sup>rd</sup>-4<sup>th</sup> grade and 5<sup>th</sup>-7<sup>th</sup> grade classrooms.

Instructors are specifically responsible for providing daily lessons in core school subjects (English, social studies, math and science), facilitating extracurricular activities (arts and crafts, team-building activities, etc.), and supervising youth during other pre-scheduled activities. Youth Summer Camp Instructors create a fun, safe space for learning, social-emotional growth, and youth development. This is a full time, paid position for all of July and August, with a full week of paid lesson prep for the last week of June. All full-time, seasonal summer camp instructors will be paid as independent contractors for their work with CMAA's Youth Summer Camp. CMAA staff and volunteer camp counselors will also be onsite daily to provide assistance in lesson plan preparation and classroom management.

The ideal candidate will be outgoing, focused, and committed to serving low-income youth of color. They will be able to work independently in a fast-paced environment and be able to manage and understand the needs of a diverse, classroom of children. This position is an excellent opportunity to learn about and engage in various ethnic and low-income communities and to contribute to a high-energy team dedicated to supporting Uptown's local immigrant, refugee, and minority youth.

## **Essential Functions:**

1. Develop and facilitate daily lesson plans and educational classroom activities. Subjects include English, math, social studies, and science, as well as anything instructors see fit.
2. Assist with the development and facilitation of cultural and life skills workshops, trainings, extracurricular activities, and other activities for youth.
3. Assist and chaperone all off-campus field trips.
4. Set a positive atmosphere for the children to learn and grow, as well as motivate them.
5. Resolve conflicts between youth fairly.
6. Build strong, positive relationships with CMAA's youth clients and their families.
7. Perform related duties as assigned by the Youth Department Manager.

## **Qualifications**

1. Previous experience with youth, specifically children ages 7-13 years old, is preferred.
2. Strong oral and written communication skills.
3. Excellent interpersonal skills.
4. Ability to work independently.

5. Friendly, patient, helpful, and energetic demeanor.
6. Knowledge of Vietnamese, Chinese, or any second language is a plus.

### **About Chinese Mutual Aid Association**

Chinese Mutual Aid Association is a non-profit social services agency dedicated to helping immigrants, refugees, and other minorities acclimate to life in America and reach their full potential as engaged community members. Established in 1981, CMAA has been a cornerstone of the Uptown community for over 35 years, providing programming for generations of low-income youth, adults, and senior citizens. CMAA's Youth Department provides after school programming for low-income immigrant and minority youth, full-day summer camp services, young adult mentoring services, youth employment opportunities, and more. The youth department also manages CMAA's social enterprise business, Tiger Tutor.

### **How to Apply**

Interested candidates should send their resume and a short cover letter to [EmmaM@chinesemutualaid.org](mailto:EmmaM@chinesemutualaid.org) as soon as possible.

**Chinese Mutual Aid Association is an Equal Opportunity Employer.**