



Position: Activity Assistant

Agency: RECESS FUN, INC. (Oakland, CA and San Leandro, CA)

RECESS FUN, INC- "Reaching Every Child: Enrichment Support Services" is an after school program located in Oakland, CA. Our program's mission is to provide educational and enrichment services to underserved youth and access to equitable family resources. Our vision is for every youth to achieve a sense of confidence, creativity, and emotional well-being. Our planned program activities will include tutoring and homework support, reading/literacy, arts, STEM activities, coding, day trips, physical fitness, mentoring, and family resources.

Eligibility: 18 years-up (high school student, undergraduate, graduate)

Responsibilities:

- Support student activities individually and in small groups (ages 5-14)
- Provide academic assistance in small groups for students (ages 5-14)
- Collaborate with teammates and instructors to ensure that students are receiving grade level support according to the student's skill set
- Perform clerical task using Microsoft excel, Microsoft word, Microsoft, PowerPoint
- Conduct and participate in group activities: facilitate social, communication, and academic workshops; facilitate arts and crafts and specialized projects

Qualifications: Entry Level

- Excellent communication skills
- Adaptable to a fast-paced work environment
- Ability to work with diverse students one-on-one and in small groups (ages 5-14)
- Ability to provide academic support in at least two of the following core subjects: Math, Pre-Algebra, English, Reading, Language Arts, etc.
- Available to work at least 3-10 hours per week during the summer months
- Bilingual and Individuals of Color encouraged to apply

Learning Outcomes:

- Develop communication and leadership skills
- Demonstrate the ability to work with diverse groups of youth and as a member of a cohesive team
- Promote learning strategies to encourage student self-sufficiency

Schedule Availability:

Monday – Thursday 3:00pm – 6:00pm

Saturday-10am-12pm

Application process: (1) Application Form (2) Informal Interview (3) Orientation

***Applicants 18 and over are required to take a TB Test & live scan**

For more information, please contact: Njeri Tyner (510) 404-3628