



Posted November 2017

JOB POSTING

ASSISTANT PROGRAM MANAGER

Supporting Middle School Age Youth

Richmond Village Beacon, a program of Richmond District Neighborhood Center is seeking an Assistant Program Manager.

The **Assistant Program Manager** will be located at Presidio Middle School and, together with the Program Manager will be responsible for ensuring that all Beacon programs at the site run effectively and efficiently and oversees the safety and direction of all students enrolled in Beacon Middle School Programs.

The successful candidate will meet SFUSD Instructional Aide Requirements, three years of experience working with youth in a middle school environment; and proven experience developing and leading classes/activities for youth, supervising/overseeing staff, developing youth as leaders, youth supervision and problem solving. Must also have experience completing administrative tasks.

All candidates will be subject to a clearance of TB test and fingerprinting (criminal background check).

Hours & Compensation: \$17.00-\$19/hr. This is a full-time (regularly scheduled to work 40 hrs/wk, Mon-Fri), seasonal (August 2017 to June 2018) position.

Benefits include a comprehensive benefit package including medical, dental, vision, life, 403(b), vacation and sick leave

If interested, send an email to nadia@rdnc.org and reference the job title in the subject.