

Afterschool Instructor

KMVT 15 Silicon Valley Media – 1400 Terra Bella, Mountain View, CA 94043

OVERVIEW: Afterschool Instructor, under the direction of the Executive Director will support KMVT15's youth instructor needs. The ideal candidate will possess a wide range of video production, teaching, post-production skills and experience working with youth, including but not limited to the operation of switchers, graphics, streaming, non-linear editing systems and media publishing systems. Must have ability to work with youth and be professional.

MAIN DUTIES: *(may include, but are not limited to, the following and any other duties the Executive Director may determine):*

- Manage the relationship between the schools and KMVT
- Teach digital and media literacy
- Builds out curriculum for students involvement
- Manages all aspects of the after-school program, ensuring a quality educational and youth development experience for all participants.
- Collaborates with school and district staff, and the Director of School-Site Programs to ensure that programming is aligned with the missions of the school, the district, and KMVT 15.
- Develops and maintains a strong relationship with school staff, including scheduling regular check-ins with the principal and community school coordinator and participating in collaborative partner meetings.
- Coordinates programming with partner organizations and volunteers.
- Determines ongoing needs/interests of students, parents, and school staff and reviews and revises program offerings to meet emerging needs/interests.
- Arranges trainings to support after-school instructors in designing and delivering effective lessons.
- Prepares for and supports informal and formal program evaluation.
- Builds strong relationships with parents by leading parent orientations and meetings (ideally in English and Spanish); connecting daily at pick-up time; making phone calls regarding student attendance, attitude, and participation

Qualifications

- Must be energetic, reliable and confident
- Must have min. 3 years experience working with youth ages 9-15
- Must have production skills and ability to teach / share knowledge.
- Possess strong customer service skills
- Experience working with community leaders
- Able to multi-task while paying close attention to detail
- Able to work independently and as part of a team
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REFERRED EDUCATION/WORK EXPERIENCE:

- Two year degree in a related field or 2 years of related work experience preferred
 - Must have experience working with youth and a pass a background/Fingerprint check
 - Community media experience including working with educational and governmental entities

Interested Candidate should forward a resume, cover letter and list of references to the Executive Director at swolfe@kmvt15.org - with "Afterschool Instructor" in subject line. Salary commensurate with experience