



135 North Mission Road, LA, CA 90033  
Phone (323)881-0018 Fax (323) 268-7228  
[www.proyectopastoral.org](http://www.proyectopastoral.org)

## JOB DESCRIPTION

**POSITION:** Elementary/Middle School Group Leader – IMPACTO Afterschool Program at Aliso Pico Recreation Center

**Organizational Background:** Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: the Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and *Comunidad en Movimiento*, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle to college/career initiative. Proyecto Pastoral serves nearly 6,000 children, youth and families.

**Position Description:** The Group Leader is responsible for ensuring the safety of ALL students, and implementing best practices in academic enrichment programming. The Group Leader reports to the IMPACTO Site Supervisor/Coordinator and works as part of the after school program team to provide a high quality program to youth and families in the Boyle Heights community of Los Angeles.

## KEY RESPONSIBILITIES

- Work with Elementary and/or Middle School staff to maintain enrollment and attendance targets
- Develop and implement programming focused on project – and service-based learning, adolescent literacy teambuilding and life-skills
- Assist in leading field trips, related extension activities and other special events to reinforce program objectives
- Practice Proyecto Pastoral facilitation methods, including group work and teambuilding, experiential and project-based learning methodologies
- Uphold and model Proyecto Pastoral values and youth development principals for all youth and colleagues
- Innovate and implement new programmatic ideas
- Perform other duties as need and designed by Program Coordinator

## QUALIFICATIONS

- High School Diploma and college enrollment or degree required (current college students are strongly encouraged)
- Experience working with youth and leading teams
- Exhibits high energy, warmth, enthusiasm and patience
- Able to work collaboratively with other co-workers and supervisors
- Strong oral and written communication skills and presentation skills
- Computer literate with good Math/Language Skills
- Bilingual candidates preferred
- Pass background check and obtain First Aid Certification within 60 days after employment begins

**Salary:** \$14.25 an hour

**Status:** Part Time

**General Hours:** Monday to Friday, 2:00 to 6:00 PM, 20 hours a week

**Interested applicants send resume and cover letter to [aflores@proyectopastoral.org](mailto:aflores@proyectopastoral.org) with “E/M GROUP LEADER – Applicant” in the subject line.** Proyecto Pastoral is an equal opportunity employer. Women and minorities are encouraged to apply.