

Latino Community Center  
Job Vacancy Notice



Latino Community Center  
PITTSBURGH

Position: Bilingual SOY (*Supporting Our Youth*) Pittsburgh Out of School Time Instructor

Pay Grade: 12

Wage: \$35,000

Reports to: Out-of-School Time Supervisor

Job Responsibilities:

- Oversee program activities at SOY Pittsburgh After School from 2:00-6:00, Monday through Friday, at Beechwood Elementary School
- Plan evidence-based, engaging activities for 30 PK-5th grade Latino students
- Creatively engage students in academic activities (i.e. reading, math, science, and language development - Spanish/ English)
- Create a positive, welcoming atmosphere that empowers students to take pride in their language and heritage
- Assist students with homework
- Implement positive classroom management strategies
- Track students' academic growth and attendance
- Collaborate with and supervise bilingual assistants, interns and tutors
- Communicate with community partners and facilitate their activities
- Implement Social-Emotional development activities with students
- Attend relevant trainings and meetings

Qualifications:

- Bachelor's Degree in Education or related field with one year's work experience related directly to the education and development of children and/or families, PA Dept. of Education Certification from an accredited college or university; one year case management or public education system experience preferred.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and Fingerprint Based FBI Clearance.
- Must be culturally sensitive to the needs of the Latino community.
- Must have experience working with the Latino community.
- Experience with PreK preferred
- Demonstrated ability to establish and maintain effective working relationships with parents, program staff and other agency personnel.
- Team player and go-getter!

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607 OR EMAIL TO: [naffinito@sphs.org](mailto:naffinito@sphs.org)  
ATTENTION: **POSTING#185**.

**EQUAL OPPORTUNITY EMPLOYER**