



## EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our agency was founded on serving youth, and our Youth Services staff is committed to bringing out the best in them. We strive to encourage them to find their passion by patiently supporting them, and to unlock their potential by cultivating their strengths. We believe that quality youth programs can make a powerful difference in the life of a child, and we're looking for a driven and committed individuals to join our team.

Impacting the lives of children and youth is where it all began.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

### Youth Services Supervisor (Full-time, Non-exempt)

**Unit:** Youth Services  
**Posting Date:** 02/24/2020

**Reports To:** Youth Services Manager  
**Salary:** \$38,000 – 42,000 annually DOE, plus eligibility for BENEFITS

**Positions Available:** 1

**Summary:** Under the direction of the Youth Services Manager, the Youth Services Supervisor will be responsible for day to day operational oversight of K-12<sup>th</sup> grade afterschool programming as well as youth services staff. The Youth Services Supervisor will supervise, outreach, train staff, develop and grow programs, ensure contract compliance along with the support of the Youth Services Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time non-exempt position.

#### **Duties / Responsibilities:**

- **Oversee and coordinate academic services for kindergarten through 12<sup>th</sup> grade youth:**
  - Supervise afterschool and summer program staff to ensure delivery of quality services.
  - Outreach and enroll K-12<sup>th</sup> grade children and families throughout the year and track client's progress.
  - Develop and oversee the implementation of program curriculum in alignment with the unit vision, including academic support services and enrichment activities in arts, music, financial literacy, and social emotional development.
  - In partnership with the Youth Services Manager, plan short- and long-term development of the program.
  - Assist in developing and supervising the procedures for strengthening parent relationships program by communicating proactively with parents on a regular basis, conducting orientations, parent-teacher conferences, and other parent engagement strategies.
  - Develop and manage partnerships and services with schools, community-based organizations, and other community stakeholders.
  - Implement program assessments, submit monthly/quarterly/annual reports and client documents, and track results to gauge student performance and program impact.
  - Keep current on new trends, ideas and issues in education, afterschool programs, and youth development.
  - Transport youth utilizing agency vehicles, as needed.
- **Provide staff, intern, and volunteer supervision and coaching for the day-to-day operations of afterschool programs:**
  - Meet with program staff, interns, and volunteers on a regular basis to review progress, provide coaching, communicate expectations, and coordinate services and activities.
  - Conduct program observations and assessments and provide staff and volunteers with feedback and coaching.
  - Oversee and provide consultation with the teaching staff in the curriculum planning, classroom management, and day-to-day program operations.
- **Attend relevant meetings, trainings, community events and activities.**
- **Other related duties as assigned by the Youth Services Manager.**



**Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):**

- A Bachelor's degree in Education, Psychology, Sociology or other-related field from an accredited College or University.
- Minimum three (3) years of progressive experience working with at-risk youth and families from various socio-economic and cultural backgrounds.
- Minimum two (2) years of experience in afterschool or youth educational programming.
- Minimum two (2) years of providing direct supervision of staff AND/OR a Master's degree.
- Experience in contract management.
- Ability to work collaboratively with others and a willingness to participate fully in a team process.
- Possess flexibility, initiative and ability to work under pressure.
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other various sectors of the community.
- Ability to organize and prepare documentation in a timely manner.
- Strong commitment to working with a multi-cultural community.
- Demonstrable working knowledge of the use and operation of personal computers.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

**Desired Qualifications:**

- Bilingual capacity (English/Spanish) or (English/Korean).
- Knowledge of and experience working in the Koreatown, Westlake, and/or Pico-Union communities.
- Certification in CPR (Child & Adult) and First Aid training.

To apply, please submit a **cover letter and resume**.

[SUBMIT AN APPLICATION](#)