



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.

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 Manager (Full-time, Exempt)

Unit: Youth Services
Posting Date: 1/28/2021

Reports To: Director, Children & Family Services
Salary: \$58,240-65,000 annually DOE, plus eligibility for BENEFITS

Positions Available: 1

Summary: The Youth Services Manager is responsible for the development, implementation and sustainability of KYCC's youth programs. The YS manager develops and implements programs, oversees the daily operations, supervises unit staff, develops and sustains funding and leads capacity building and external relationships. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a regular, full-time exempt position.

Duties / Responsibilities:

- **Develop, coordinate, and evaluate Grade 1-12 programs by:**
 - Overseeing the planning, implementation, evaluation, and development of all youth services programs.
 - Overseeing all contract compliance activities including meeting the contract objectives, documentation requirements, coordinating evaluation activities, and other performance related issues.
 - Monitoring program budgets to ensure satisfactory compliance with internal agency procedures and funder requirements.
 - Researching best practices, tracking pedagogical trends, and using evaluation data to enhance program quality and results.
- **Supervise the Youth Services Unit staff by:**
 - Overseeing recruitment, hiring, supervision, training and technical assistance to unit staff.
 - Initiating, developing and overseeing staff development and training opportunities.
 - Monitoring and evaluating the effectiveness and efficiency of programmatic service delivery.
 - Participating in annual staff evaluations.
- **Build and sustain programs and activities by:**
 - Leading and/or assisting with the development, negotiation, and management of contracts and relationships with government agencies including both the city and county of Los Angeles.
 - Leading the stewardship and cultivation of foundations for the awarding and renewal of grants.
 - Developing relationships and contributions from corporations, organizations and individuals, as appropriate.
- **Build individual and unit capacity and networks by:**
 - Engaging in the broader youth education and development community to develop skills, perspective and your network.
 - Seeking professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as coordinated with supervisor.
 - Attending bi-weekly management meetings.
 - Facilitating regular unit meetings.
 - Attending quarterly agency-wide meetings/trainings.
- **Other related duties as assigned by the Director of Children and Family Services.**



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.
- A minimum of three(3) years of experience working in the community with at least two(2) years in a supervisory capacity.
- Experience in compliance to private grant sources and federal, state, and local government contracts and requirements.
- Experience in contract management, grant writing, and fundraising.
- Knowledge and/or experience working with children, youth, and families from various socio-economic and cultural backgrounds.
- Ability to organize and prepare documentation in a timely manner.
- Proof of passing a TB test and fingerprinting clearance (Live Scan).
- Possess flexibility, initiative and ability to work under pressure, without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Strong commitment to working with a multi-cultural community.
- 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: ability to hear a child calling for help; ability to see a child on the playground; ability to sit for long periods of time; seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Bilingual capacity (English/Spanish) or (English/Korean).
- A Master's degree in Education, Sociology or other-related field from an accredited College or University.
- Knowledge of Koreatown community issues impacting children, youth, and families.
- Experience in advocacy and policy work around children, youth, and families.
- Certification in CPR (Child & Adult) and First Aid training.

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

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