



EMPLOYMENT OPPORTUNITY

Koreatown Youth and Community Services (KYCC) has been serving our diverse community since 1975 and remain committed to meeting the needs of the multicultural Koreatown community. KYCC was founded on serving youth, with the Youth Services Program serving as the agency's flagship. Youth Services staff work with and encourage students ages 5 to 14 to find their passion by patiently supporting them academically as well as socially and emotionally to unlock student's 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 individual to join our team.

Youth Leadership Program Specialist (Part-time (30 hrs/week), Non-exempt)

Unit: Youth Services
Posting Date: 07/24/2025

Reports To: Youth Services Manager
Hourly Rate: \$22.00 plus BENEFITS

Positions Available: 1

Summary: Under the supervision of the Youth Services Manager and the College Success Lead, the Youth Leadership Program Specialist is responsible for coordinating, facilitating, and implementing academic support services, college and career readiness workshops, and community service opportunities for high school students participating in KYCC's Youth Services Bridge Program. The Specialist will play an active role within the College Corner program, providing direct support and programming to students under the guidance of the College Success Lead. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout. This is a part-time, 30 hours per week, non-exempt position. The schedule is Monday-Friday, 12:00 p.m. to 6:30 p.m. Some evening and Saturday shifts may occasionally be required.

Duties / Responsibilities:

- **Coordinate and facilitate academic, social emotional enrichment, leadership development, and college and career preparation services for KYCC's BRIDGE participants (high school-aged youth) by:**
 - Assisting the coordination and hosting of weekly homework club/study groups for students, online and/or onsite;
 - Supervising participants to ensure safety and quality of services;
 - Coordinating and facilitating college and career preparation workshops and coaching;
 - Developing and implementing lesson plans for youth leadership development and social emotional learning;
 - Coordinate with partner organizations and volunteers to provide youth development activities including but limited to career exploration, personality and skills profile assessments, and college/university pathways options;
 - Communicating with parents regarding student achievement and progress;
 - Prepare and submit assigned Internal and contractual monthly reporting in a timely manner by;
 - Monitoring, recording, reporting, and documenting participant and/or program performance and attendance.
 - Correcting student assessments and logging performance.
 - Preparing and submitting internal unit monthly reports.
- **Implementing the College Success Programs & Service at KYCC's FamilySource Center::**
 - Support in the planning and delivery of college readiness workshops and activities related to financial aid, tuition, college applications, housing, college tours, and other relevant services.
 - Assist in the recruitment of and management of a minimum of 100 students for College Success programs.
 - Conduct off-site visits to high schools to ensure partnership success with school staff and administrators.
 - Complete FSC intakes for College Corner participants, with support from the FSC staff
 - Refer, connect and link families/customers to FSC programs and activities, including LAUSD PSA counselor, financial coaching, housing stability Services, other KYCC services, and community resources to assist with meeting goals of improving Family Income and Academic Achievement.
 - Participate in the development of individual college plans with families under the Parent Promise component with LAUSD counselor.
 - Enters follow-up services and progress notes in Bitfocus data entry system.
 - Tracks outcomes and submits monthly outcome log to the College Success Lead, Lead Case Manager, and FSC Coordinator on a monthly basis to monitor progress towards expected outcome goals.
 - Participates in special events and community outreach activities to bring visibility to program services
- **Attend relevant meetings and professional development trainings/workshops.**
- **Other duties as assigned by the Youth Services Manager and College Success Lead.**



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

- A Bachelor's degree from an accredited college or university in a related field.
- A minimum of one year experience working in youth programming (middle and/or high-school aged students)
- Demonstrable knowledge and skill in case management and supervision, social services, and organization skills.
- **Bilingual capacity (Spanish/ English or Korean/English).**
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and ability to work under pressure without direct supervision.
- Available to work evenings and/or Saturdays, when needed.
- Demonstrable working knowledge of the use and operation of personal computers, Microsoft Office (Excel), Zoom, Google Suites, and database entry.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- 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, standing and walking 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:

- Have working knowledge of high school A-G requirements, SAT/ACT, FAFSA/The California Dream Act, college applications, EOP and community college transfer requirements highly preferred.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check after a conditional offer of employment has been extended.

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

SUBMIT AN APPLICATION