Job Title: Middle School/High School Dream Resource Center Site Supervisor I
Department: Educational Enrichment Services/Employment Services
Reports To: Program Manager/ Program Director
FLSA Status: Hourly, Non-Exempt, Part-Time
Salary Range: $19-$27 per hour

Summary

The Asian Youth Center (AYC) is seeking a part-time (20 hours per week) Site Supervisor to lead programming and service delivery at Middle School and High School Dream Resource Centers in Los Angeles County for the Youth and Parent Leadership Development program (YPLD). This position will require working in-person at a middle school in Lancaster, CA or a high school in Granada Hills, CA.

YPLD provides academic support, college access, and leadership development programming for Dream Centers at low-income public middle school and high schools in Los Angeles County. Utilizing Youth Participatory Action Research methodology and the Community Schools framework, the program also supports youth and parents to identify and advocate for policy issues such as: increasing restorative justice practices; supporting immigrant rights; LGBTQ+ advocacy. housing affordability; environmental justice; food security; sexual violence prevention; alcohol and drug prevention; and language access. These projects are done in conjunction with Dream Allies Network student leaders and teacher partners from a framework of social, gender, racial and economic justice. See funding source Scope of Work or contract documents for more specific program information.

Responsibilities

1. Develop and lead programming, service delivery, and outreach activities at a middle school or high school site;
2. Facilitate youth development activities, mentoring activities, policy advocacy on school/district levels, and field trips;
3. Provide supervision and training to direct service staff (program assistants and youth leaders) or volunteers who assist with day-to-day program activities;
4. Create and maintain sustainable school partnership and communication with school administration, teachers, community partners, and students;
5. Assist the Program Manager in development of new services and programs;
6. Monitor progress toward and ensure accomplishment of program goals and outcomes;
7. Comply with Quality Assurance plans and implement appropriate evaluation activities;

8. Ensure that documentation is accurate, up-to-date, and complete;
9. Maintain updated community resources as needed;
10. Be willing to assist students with other needs and refer them for other services;
11. Represent AYC at community collaborative and outside meetings as assigned;
12. Attend meetings and trainings as assigned;
13. Workshops will be conducted in person unless there is a change in school closure;
14. Be available Monday-Friday; during 10am-5:30pm, including occasional evenings and weekends;
15. Be available for the first and last day of services at the assigned school site;
16. Other related duties as assigned by supervisor, or as identified in funding source contracts

Required Qualifications
- Completed a High School diploma or GED;
- Some experience working or volunteering with diverse communities
- Experience working with youth;
- Verbal and written communication skills and attention to detail in documentation;
- Computer literate;
- Bilingual in Spanish;
- Experience with coordinating multi-stakeholder projects
- Passing pre-hire documentation (TB test, Drug Test, Background Check, COVID vaccination);
- Adult, Child, and Infant CPR/AED & First Aid Certification;
- Reliable transportation;

Preferred Qualifications
- Have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance;
- Experience working in public school, middle school, or high school settings;
- Experience with community outreach or engagement;
- Experience or training in diversity, equity, and inclusion or social justice;
- Familiarity with data analysis and technology tools.

Please send a cover letter and resume along with 3 references to careers@aycla.org.