Los Angeles Conservation Corps

JOB ANNOUNCEMENT

Job Title: PART-TIME SITE SUPERVISOR
Program: Hollenbeck Middle School - East Los Angeles (Boyle Heights)
Reports To: Program Coordinator or Manager
FLSA Status: Contract Non-Exempt Employee
Deadline: Continuous Until Filled

The Los Angeles Conservation Corps (LACC) is a private non-profit corporation established in 1986 to promote personal growth for youth and young adults through community improvement and conservation work while participating in personal, career and educational development programs. The After School Program operates comprehensive academic enrichment programs at elementary and middle schools throughout the diverse communities of Los Angeles. Providing services to more than 4,500 children and youth daily, Site Supervisors lead a team of part time employees who mentor, tutor and offer expanded learning, academic enrichment and recreational opportunities to meet the needs of students, parents, schools and communities.

Summary:
Reporting to the Program Coordinator, Site Supervisors implement programs that serve middle school youth with an opportunity for developing educational and life skills to become productive, happy members of the world community.

The LA Conservation Corps is a major sub-contractor of the Los Angeles Unified School District’s Beyond the Bell Branch for providing comprehensive after school programs on District campuses. Each Site Supervisor is responsible for the successful implementation of an academic enrichment program at one of these school sites.

RESPONSIBILITIES and DUTIES

1. Program Implementation:
   - Implement successful Monday through Friday after school program for 225 students that connect academic learning and enrichment activities in creative, innovative and fun way to ensure increased academic success for participating students.
   - Collaborate with School and Beyond The Bell Staff.
   - Support and assist Frontline Staff with recruitment and retention of students.
   - Work closely with school administration, faculty, and security to provide safe, secure and enriching environment for 6th through 8th grade students for three hours each afternoon.
   - Other duties as assigned.

2. Supervision:
   - Supervise, motivate, direct, and coordinate a team of 8 Program Leaders and other staff in a demanding educational environment.
   - Maintain positive team morale, discipline; build teamwork ethic and cooperation among members.
   - Conduct weekly team meetings with Program Leaders to ensure that sufficient support and resources are being provided to meet program goals.
   - Ensure adherence to program policies, goals and philosophy.

3. Communication and Compliance:
   - Prepare weekly attendance logs and oral and written reports.
   - Report daily to Program Coordinator.
   - Participate in weekly staff meetings.
KNOWLEDGE, SKILLS and ABILITIES:

- Supervisory and project management skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate adults to meet program goals.
- Demonstrated ability to work well with school-aged youth.
- Responsible, professional, organized and multi-task oriented.
- Able to independently conduct and facilitate professional and productive working environment.
- Ability to build rapport with all stakeholders.
- Ability to adapt to a constantly changing environment.

QUALIFICATIONS:

- Minimum one year adult supervisory experience.
- Minimum two years college level credits (not less than 24 units - AA or BA desirable).
- Experience in after school programs desirable.
- Must possess a valid California Driver's License; a positive driving record for commercial insurability and the use of a private vehicle insured per the requirements of the State of California.

WORK SCHEDULE: Traditional Schools - 180 days of school year per contract (August 2015 – June 2016)

- Monday thru Friday / 2:00 p.m. – 6:00 p.m.
- Occasional Saturday Morning Professional Development Trainings

WAGES, BENEFITS and EVALUATIONS:

- Employment Status: Contract Employee
- Hourly Rate Range: $15.00 - $16 (depending on experience)

Must pass DOJ and FBI background check

Performance reviews will be conducted by Program Coordinator

Employment in this position is contingent on continuance of funding for the program.

Benefits are not provided for contract employees.

EXTERNAL APPLICATION PROCEDURE

Email cover letter and resume to jobs@lacorps.org. The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

You will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AAO/EEO STATEMENT

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

LA Conservation Corps
Equal Opportunity Employer

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