

Activities Leader (Mentor Assistant)

FLSA Status: Non-exempt

Description:

Youth Mentors provide educational tutoring, computer training, cultural field trips, sports activities and character building activities for at-risk children ages 7-17. The Youth Mentor develops implements and oversees the various youth programs at a Youth Activity League Site.

Youth Mentors design and implement classes to enhance the skills of at-risk youth in Los Angeles County, submit monthly progress reports and assist LASD deputies in running a successful and positive program for the youth of Los Angeles County.

Responsibilities:

- Carries out Mission, Vision, and Values of the SYF
- Design, implement, evaluate, and document programs' effectiveness and monitor programs' Progress: Sheriff's Youth Leadership Council (SYLC), Passion Program and Life Skills.
- Plan, prepare, oversee, and execute monthly community service project with along with youth leadership council in accordance with SYF guidelines.
- Ensure that all program records (attendance, transportation, etc.) and outcomes are being Documented and reported to the SYF.
- Assist the SYF in obtaining funding for programs, including writing grant reports, researching funding, and fundraising through program events.
- Develop more academic achievement strategies for youth programs and assist in daily tutoring. Academic needs include but are not limited to: Continued ESL instruction (Basic grammar, communication & conversational skills, confidence), writing development, literacy, computer literacy (basic research skills, Microsoft Word), and test preparation.
- **Assist SYF in recruiting participants for the YAL through various community Agencies and local schools.**
- Establish and maintain relationships with community partners, utilize resources from various organizations attend community meetings and promote innovative community partnerships that benefit youth.
- **Recruit, train and supervise volunteers to provide assistance to program participants.**
- Work with the SYF Program Coordinator and deputies in meeting program progress outcomes. Prepare quarterly narrative reports on all activities as well monthly site newsletters, calendars and schedules.
- Must be available to work about 30 hours a week plus occasional Saturdays for field trips and community service events.
- Facilitate activities and tutoring with groups of 20 or more students
- Assist students with homework, academic enrichment, recreation, and the arts

Qualifications:

- Preferably attending college to obtain A.A/BA Degree in Child and Adolescent development. Minimum of a high school diploma or general equivalency diploma (GED),
- Minimum one year paid or volunteer experience in tutoring/mentoring environment
- Knowledge of Common sports, games and recreation activities appropriate for all ages; Rules and techniques of common sports and games
- Planning and organizing program elements;
- Prioritizing and handling multiple program tasks;
- Following oral and written directions;
- Ability to work independently and within a team environment as needed
- Ability to interface and interact with all levels of staff (administrators, teachers, parents, and students).
- Must have access to reliable transportation to arrive to work site at scheduled time consistently

- Experience working with children living in at-risk communities is strongly desired.

Other Requirements:

- CPR/AED certified
- TB clearance, to be renewed every two years.
- We provide a safe environment for our children; therefore, each candidate will be subject to a background investigation upon submission of their application

Paid

Unpaid

Employee Signature

Date

Date 11/06/2013

Program/ Mentor Lead

Job Purpose

Under the supervision of the Center Manager, the Program Coordinator assists in the coordination and administration of an ongoing youth program, including planning, organizing, staffing, leading, and developing program activities.

Primary Duties and Responsibilities

Under the direct supervision of a Center Manager, the Program Coordinator performs a range of duties including some or all of the following:

Assist in planning the program:

- Plan the delivery of the overall program at a specific center and its activities, in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Facilitate activities and tutoring with groups of 20 or more students
- Assist students with homework, academic enrichment, recreation, and the arts

Organize the Program:

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Maintain forms and records to document program activities
- Responsible for the collection and maintenance of records on the client of the program for statistical purposes according to the confidentiality/privacy policy of the organization

Assist with Staff Development:

- With the oversight of the Center Manager, recruit, interview, and select well-qualified program staff and volunteers
- Ensure that program files are properly maintained and kept confidential
- Engage volunteer for appropriate program activities orientation to the organization and programs

Lead the Program

- Ensure all staff members receive orientation and appropriate training in accordance with organization standards
- Lead program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Coordinate with the center managers and staff to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency
- Write reports on the program for management
- Identify and evaluate risk associated with program activities and recommend action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation finding to the Center Manager and recommend changes to enhance the program as appropriate

Qualifications and Education

- Bachelor of Arts Degree or higher in Sociology, Social Work, English, International Education, Family Social Science, Human Rights, Education, Women's Studies, or related fields
- Self-motivated, able to work independently without daily supervision from Program Coordinator, strong organizational and time management skills a must
- Experience in supervising staff, volunteers and/or interns
- Ability to deal effectively with ambiguity of tasks and able to take initiative
- Have previous experience working with nonprofits and/or youth from various backgrounds
- Experience working collaboratively with community organizations, schools, and youth
- Ability to plan and implement lesson plans on a weekly basis
- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Ability to present oneself in a highly professional manner and be an ambassador of the organization
- Ability to work flexible hours, including Saturdays
- Commitment to positive youth development
- Computer skills- Microsoft Word, Excel
- Must have access to reliable transportation to arrive to work site at scheduled time consistently
- Must have proven ability to utilize multiple methods and creative resources to engage children in enrichment activities.

Professional designation

- None

Knowledge, skills and abilities

- Knowledge of program delivery
- Knowledge of client groups and/or issues related to the program area

Proficiency in the use of computers for:

- Word processing
- Simple accounting
- Database
- Spreadsheets
- E-mail
- Internet

Personal characteristics

The Program Coordinator should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relations with other, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/ Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client needs: Anticipate, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decision: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interest of the organization.
- Organize: Set Priorities, develop a work schedule, monitor, progress towards goals, and track details, data information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situation to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

- 3 to 5 years experience in a related field

Working Conditions

- Program coordinators usually work in a youth center but the mission of the organization may sometimes take them to nonstandard workplaces (i.e., field trips, conferences, etc.)
- Program coordinators work a standard work week, and evenings but may be required to work weekends to monitor program activities

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- Program coordinators work under the direct supervision of the Center Manager (i.e., YAL Deputy or Sergeant)

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