



YOUTH TOGETHER

YOUTH CENTER SITE COORDINATOR

Job Description

About Youth Together

Youth Together (“YT”) was formed in 1996 as a community-based response to increased inter-racial conflicts and violence in our school communities. The mission of YT is to address the root causes of educational inequities by developing multiracial youth leaders and organizers grounded in the principles of peace, unity, and justice, as well as engage school community allies in the process of developing the youth-led solutions that will promote positive school and community change.

The YT program model combines multiracial youth development with community organizing and community building strategies in order to ensure that our constituent youth can effectively lead and organize school and community change initiatives that lead to long-term solutions which help create safe, respectful, equitable, and empowered communities.

Position Summary

Youth Together is currently seeking a qualified and experience candidate to join our organization as the One Land One People Youth Center Site Coordinator whom will manage and oversee day to day operation and direct services. The One Land One People Youth Center Site Coordinator will work with school site stakeholders to coordinate efforts to deliver high quality wrap around services for high school students and families.

Youth Center Site Coordinator Areas of Responsibility

Youth Center Space and Operations

- Maintain consistent Youth Center operations (i.e. provide access to facility from 7:00AM- 6:00PM Monday through Friday, properly and clearly communicate and coordinate with campus and service providers when issues arrive regarding Youth Center space, and appropriately coordinate facility access when on leave)
- Maintain cleanliness (i.e. clean and organized, trash cans are visible and accessible, trash taken out at the end of the day, materials are organized, tables are clean, floors swept and clean, etc.)
- Maintain up keeping with technology devices (i.e. computers are swiped clean daily, passwords updated and change weekly, support students with printing, phone is cleaned frequently, etc.)

Grant Management & Program Support

- Manage programming according to California Department of Education 21st Century grant deliverables
- Coordinate and manage high quality direct services at the One Land One People Youth Center for 1600+ high school students annually
- Coordinate before and after school academic, enrichment, and STEAM (Science, Technology, Engineering, Art, and Mathematics) programming for 200+ high school participants for 180+ academic days
- Manage, represent, and execute 100% of the ADA (Average Daily Attendance) goal for California Department of Education 21st Century grant requirements
- Monitor program quality utilizing the Program Quality Assessment tool, coaching, and the Continuous Quality Improvement process



- Develop and support with program agenda and lesson plans with providers
- Collect program agenda and lesson plans from service providers regularly along with completed sign-in and sign-out sheets every pay period
- Monitor students' school attendance and academic progress
- Provide accurate, appropriate, and timely documentation of all services rendered and outcomes achieved
- Assist with hosting campus events and meetings
- Coordinated input of survey data on an ongoing basis with service providers, youth participants, parents, and faculty
- Create and update outreach materials through fliers, brochures and information about all services offered and distribute to school and community
- Help consolidate program documentation (quantitative and qualitative) into monthly newsletter
- Help consolidate program attendance data into monthly reports
- Help consolidate newsletter data (including photos) to contribute to Youth Together website
- Tabulate attendance for after school providers on a regular basis
- Attends conferences, key trainings or similar events to gain and share experience and learn different techniques
- Prepare supplies & food for Youth Center meetings.
- Support Youth Center programming and fundraising events, as needed.
- Consolidate and assist the Director of Programs and Executive Director in program related evaluations and assessments based on need.
- Support with family engagement in outreach, event planning and implementation as needed.
- Position works under Youth Together and Youth Center Values.
- Conduct regular daily check-ins with programming service providers, student participants, school site officer, custodial, parents, and teachers on extended contracts before programming begins.
- Collect programming documentation i.e. sign-in sheets after snack distribution
- Provide programming feedback on a regular weekly basis to improve program quality
- Assist with programming outreach
- Attend/participate/report back from COST (Coordination of Services Team), CATS (College Access Team Services) and other school wide meetings
- Assist in the coordination of programming space for scheduled service provider/s
- Work closely with the Executive Director to ensure that each program is meeting 100% of attendance goals each week
- Assist with addressing questions, concerns, and comments from students, parents, teachers, admin, and broader community
- Assist with supervision of the school site during after- school programming hours
- Keep track of student achievements on a regular basis i.e. perfect attendance
- Create and consistently update schedules for students, parents, teachers, administration, and other Skyline community to promote, attend, and participate in workshops and presentations
- Partner with community organizations that can provide support for parents and children
- Work with students to identify needs to improve their relationships with school
- Provide weekly reports of programming activities and submit updated work plans
- Collect and maintain all programming materials and sign-in sheets

Organizational Expectations

- Represent and model Youth Together's mission, vision, values, goals, and campaign to school communities including students, parents, faculty, staff, administrators, and community stakeholders.
- Develop positive and healthy relationship with OUSD After-School Program Office and Department



- Attend OUSD ASPO Site Coordinator and related meetings pertaining to 21st Century
- Consistently input attendance into City Span and submit audit on a timely basis
- Input data into Quality Action Plan, Program Quality Assessment, and other program improvement requirements
- Serve as a role model and mentor for multiracial youth.
- Develop multiracial youth leaders as advocates for social justice and multiracial solidarity.
- Build and develop healthy and meaningful relationships with partners, allies, and community stakeholders.
- Work as a collective to develop and implement Youth Together's regional campaign and create space for meaningful youth participation.
- Develop and meet daily, weekly, monthly, and quarterly goals & deliverables.
- Maintain and support a positive organizational culture that reflects our values in action.
- Complete administrative tasks in a timely manner.
- Keep Youth Together spaces clean at all times.
- Maintain regular office hours.
- Work with Youth Center staff to support supervision during Youth Center operating hours.
- Must work some evenings and weekends according to organizational calendar.
- Must travel for team-related activities (retreats, networking, conferences, trainings, etc.).
- Maintain positive and consistently communication relationship with your supervisor.

Youth Together Staff Responsibilities

- Co-ordination and participation in Youth Together's program evaluation, planning processes, generating evaluation reports, and summaries as needed
- Participation in Youth Together's strategic planning processes
- Support in maintaining a positive fundraising culture in the organization
- Support in fundraising including event planning, outreach and donor acknowledgement efforts
- Support with grant report writing as needed
- Support in the development and management of yearly program budgets
- Support in board member recruitment as needed
- Representation of YT at key ally events and critical meetings when needed
- Participation in partner and ally organization events and actions that strengthen relationships and movement work

Qualifications/Experience

Youth Together is seeking the ideal candidate who has senior level experience in youth development, program planning, afterschool services, and with previous experience working in multiracial social justice nonprofit sector.

- At least two or more years in youth development, program evaluation, and program planning
- Bachelor's degree and/or equivalent youth development experience
- Strong work ethic, personal organization, independent, consistent, timely follow-through, and attention to detail
- Experience and comfortable working with multiracial impacted youth and in multiracial alliances
- Passion for social and racial justice with an outgoing and inspiring personality
- Initiative-taker, energetic, and empowered problem-solver
- Ability to receive and provide direct feedback
- Ability to work collaboratively and independently
- Excellent writing/verbal skills



- Ability to work effectively with school and district staff/officials
- Ability to challenge youth to think critically and be accountable
- Ability to understand and convey a larger strategic vision to young people by connecting their personal and current issues to social justice themes and Youth Together's campaign efforts/work
- Ability to stay focused and meet goals/deliverables while balancing priorities
- Ability to break complex projects down into measurable tasks, develop concrete timelines, and outcomes
- Ability to achieve measurable outcomes and impacts

Compensation:

We are seeking a strong candidate who is committed to working fulltime for at least two or more years. Annual salary is between \$45,000 - \$50,000 payable bi-weekly with excellent benefits (medical, dental, vision) depending on experience and generous vacation, sick leave and holidays.

How to Apply:

Interest applicants should email an attached cover letter, resume, and three (3) references that details your history, experience, and expertise in youth development, program planning, and afterschool services by February 28th, 2020 or until position is filled to employment@youthtogether.net with the subject: Youth Center Site Coordinator.

For more information about Youth Together please visit us at www.youthtogether.net

Youth Together provides equal employment opportunities (EEO) to all employees and applicants for employment without regard of race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). Youth Together complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Youth Together is an equal opportunity employer and, as such, strongly encourages applicants whom are people of color, women, and LGBTQ to apply.