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 Services offers elementary and middle school after-school programming at two sites (Menlo 90006 and Wilton 90005).

Youth Services Coordinator (Full-time, Non-exempt)

Unit: Youth Services
Posting Date: 2/28/2025

Reports To: Youth Services Manager
Salary: $53,000 - $65,000 yearly DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Youth Services Manager, the Youth Services Coordinator will be responsible for day-to-day operational oversight of TK-12th grade after-school programming as well as youth services staff. The Youth Services Coordinator will supervise, outreach, train staff, develop and grow programs, and ensure contract compliance along with the support of the Manager. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Schedule: Monday – Friday, 9:30 AM – 6:30 PM. Some evening and weekends shifts may be required.

Duties / Responsibilities:

- **Oversee and coordinate academic and enrichment services for kindergarten through 12th grade youth:**
  - Supervise after-school and summer program staff to ensure the effective delivery of high-quality services in both after-school and seasonal camp programs.
  - Conduct outreach and enroll TK–12th grade children and families year-round, while tracking client outcomes
  - Develop and oversee the implementation of program curriculum aligned with the unit's vision, incorporating academic support services and enrichment activities in areas such as arts, music, financial literacy, and social development/team-building.
  - Develop and implement short-term and long-term strategic plans for program growth & curriculum enhancement.
  - Develop and manage parent engagement strategies to strengthen relationships with parents and promote their active involvement in their child's academic journey.
  - Develop and manage partnerships, collaborations, and services with schools, community-based organizations, and other key stakeholders.
  - Implement program assessments; submit monthly reports and client documents; and track results to gauge student performance and program impact.
  - Review and interpret assessment data to guide intervention strategies and support staff in implementing interventions.
  - Keep current on emerging trends, ideas, and best practices, in education, after-school programs, and youth development
- **Provide administrative unit support with proposals, reports, data tracking, monitoring and evaluation.**
- **Supervise, coach and support staff, interns/volunteers in the day-to-day operations of after-school programs:**
  - Conduct regular meetings with program staff, interns, and volunteers to review progress, to provide coaching, to communicate expectations, and to coordinate services and activities. Conduct program observations and assessments to provide staff and volunteers with constructive feedback and coaching.
  - Oversee and guide staff on curriculum planning, classroom management, and daily operations of the program.
- **Attend relevant meetings and professional development trainings and workshops.**
- **Other duties as assigned by the Youth Services Manager, including classroom coverage if necessary.**

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

- A Bachelor's degree from an accredited College or University in Education, Psychology, Sociology, or other related field.
- Minimum two (2) years of progressive experience working with at-risk youth and families from various socio-economic and cultural backgrounds in an after-school or youth educational program setting.
- Minimum one (1) year of providing direct supervision of staff.
- Experience with youth case management preferred.
- Ability to organize and prepare documentation in a timely manner.
- Ability to handle multiple tasks in a fast-paced environment; must have attention to detail and process-oriented is required.
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Proficient in operating computer systems and software. Must be able to proficiently perform in Google Workspace, Outlook, Word, Excel, a variety of Databases.
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other various sectors of the community.
- Strong commitment to working with a multicultural community.
- A valid Class C California Driver License, personal automobile, and proof of auto insurance.
- Proof of passing a TB test (if completed within a year).
- Proof of eligibility to work and live 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 and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Preferred Qualifications:

- Bilingual capacity (Spanish/English and/or Korean/English), desired.

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