



AL WOOTEN JR. YOUTH CENTER

SINCE 1990 **CATCH THE VISION!**

9106 S. Western Ave., Los Angeles, CA 90047
(323) 756-7203 / www.wootencenter.org

Program Director Job Notice

Non-profit youth center in South Los Angeles founded in 1990 is seeking a Program Director to direct and supervise recreational and other personal enrichment for students in grades 3-12 in our free afterschool and summer programs.

SALARY: \$45,000-\$55,000/year salary

BENEFITS: Medical, dental and vision, 401k, vacation, holidays, sick leave, etc.

LOCATION: Al Wooten Jr Youth Center, 9106 S. Western Ave., Los Angeles, CA 90047

SCHEDULE: 40 hours/week, Mon-Fri, 10am-7pm, with some flexibility for summer, evening, or weekend activities

PROTOCOLS: Weekly COVID testing, daily masks; COVID vaccine preferred but not required

CONTACT: Email resume to Naomi McSwain, executive director, nmcswain@wootencenter.org

QUALIFICATIONS:

- Bachelor's degree or degree in progress, related experience may be considered
- Minimum five years experience managing and supervising recreational or educational activities for school-age youth
- Experience managing and developing virtual activities on Zoom or other online platform
- 12 child development units completed or in progress, or other training or experience for lead teacher eligibility
- Experience in an urban educational program environment
- Experience developing and tracking student and program outcomes
- A positive attitude and ability to work in a collaborative environment
- Passion and commitment to support students in grades 3-12 in the South Los Angeles area
- Ability to work in partnership with parents, schools, and public and private agencies
- Ability to identify and recommend family resources such as mental health services, as needed
- Solid written, math and verbal communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Zoom, social media, and other communications

RESPONSIBILITIES:

- Work in cooperation with directors and staff to develop personal enrichment programming such as sports and recreation, performing and visual arts, leadership and life skills development, etc.
- Supervise students, staff, contractors, interns and volunteers and manage set up in the above areas to ensure program readiness and timeliness, safe and effective movement control, etc.
- Serve as a lead teacher providing instruction and facilitating activities, as scheduled
- Work in cooperation with other directors to onboard volunteers/staff and provide family orientations
- Provide lesson planning, staff and volunteer orientations, and other administrative tasks
- Work in cooperation with other directors in visiting and/or contacting schools and other sites to build relationships, follow up with students and teachers, and provide on campus services or transportation for school-age students
- Organize and oversee field trips and transportation schedules for trips and school pick ups
- Develop and maintain tools and strategies to conduct assessments and track results
- Conduct surveys and monitor program results to make or recommend improvements and interventions
- Prepare and present reports on program outcomes for staff, board and community meetings
- Other related activities, as needed