



JOB ANNOUNCEMENT

L AFC YLP SITE COORDINATOR South Los Angeles

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the LAFC YLP Director, the Site Coordinator is responsible for coordinating the south site of the Los Angeles Football Club Youth Leadership Program (LAFC YLP) at the Bresee Foundation. The LAFC YLP Site Coordinator will organize, plan, and implement all LAFC YLP-related activities and events with the south site.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Client Supervision (50%)

- Provide mentorship and support for 10 leaders during all scheduled touchpoints.
- Create a safe and fun team environment for high school leaders to learn, grow, and achieve goals.
- Build a healthy relationship with leaders by setting clear and consistent expectations, proactively communicating reciprocated feedback, and allowing youth voices to be heard and acted on.
- Schedule individual check-ins, mid-year, and end-of-year evaluations with high school leaders.
- Guide leaders in sport-based youth development coaching techniques.
- Support youth and families with any mental health needs and connection to essential resources.
- Support youth and families in social-emotional learning and development.
- Responsible for reporting eligible cases to the Department of Children and Family Services.
- Model professionalism and exemplary workplace attitude with leaders.
- Encourage leader participation in post-secondary education and assist with access to entry.
- Support communication and sustainability of relationships with LAFC YLP Alumni.

Program Administration (50%)

- Responsible for the recruitment and retention of 10 high school leaders from South Los Angeles schools.
- Responsible for recruitment and retention of younger youth program participants in the fall and spring sessions.
- Assist LAFC YLP Director with operations and supervision of program events
- Assist LAFC YLP Director with curriculum development.
- Collaboration with Bresee's Family Source Center on intake completion and city deliverables for all leaders.

- Cultivate relationships with school partners and administration staff regarding program implementation and school participation.
- Coordination of parent/guardian communication, feedback, and home visits based on need.
- Responsible for participant registration forms, attendance, and data entry for all LAFC YLP-related touchpoints with the south site.
- Participate in all LAFC YLP events, staff meetings, and other Bresee, collaborative partner, or community meetings as requested.
- Assist with coordination and recruitment of leader and alumni participation for LAFC matchdays and other LAFC-related activation events.
- Support department and coworkers with any department needs.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must be a college graduate or currently enrolled in an accredited college or university and working towards a Bachelor's degree or trade school working towards a certification.
- Experience with sports (preferably soccer) and/or working in a nonprofit social service agency.
- Familiar with trauma-informed care with youth and families demonstrate sensitivity to multicultural issues and is comfortable working in diverse environments.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Competency with Microsoft Office, Google applications, email applications, and database systems.
- Must have excellent English verbal and written communication skills.
- Must possess excellent customer service skills.
- Must have good organization and time management skills.
- Able to set priorities and sort daily workload to meet deadlines, goals, and requirements.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to exercise moral judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's Vision, Mission, and Values Statement.

FLSA STATUS: Non-Exempt. Regular, Part-time. Occasional weekend and evening hours will be necessary. Typical Schedule: Monday – Thursday from 1:00 pm – 6:00 pm and one Saturday per month.

COMPENSATION: \$20/hr.

WORKING LOCATION: Bresee Foundation with travel to South LA: Augustus Hawkins High School, Gerald Lawson Elementary, and St. Cecilia School. In office 70%, out of office 30%. Indoors 70%, outdoors 30%.

BENEFITS: Benefits include vacation, holiday, and sick pay; Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: South Site Coordinator.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.