



## JOB ANNOUNCEMENT

### BRESEE ACADEMY FOR MIDDLE SCHOOL (BAM) SITE MANAGER

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 Middle School and Multigenerational Program Director, the BAM Site Manager must be a champion for active and engaged learning, youth voice and leadership, and have a commitment to excellence. The Site Manager will build and maintain positive relationships with youth and staff and will work with the director to strengthen and improve the quality and impact of programs through data driven approaches.

#### **ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:**

- Responsible for the outreach, recruitment, enrollment, and retention of 140 youth in the after school program.
- Provide supervision of after school program staff, conducting biweekly check-ins and team meetings to provide feedback and support.
- Implement high quality after school program activities for middle school youth including homework assistance, enrichment activities, and events.
- Work with program staff and workshop instructors to plan and deliver age-appropriate curriculum that support the quality standards for expanded learning, i.e, active and engaged learning, youth voice and leadership, safe and supportive environment.
- Use the continuous quality improvement (CQI) process to regularly assess program needs and make changes to enhance program effectiveness.
- Provide ongoing professional development for program staff focusing on youth development, agency safety protocols, grant requirements and continuous program improvement.
- Responsible for the implementation of the BAM Program Plan and participation in the development and revision of Implementation Plans.
- Collaborate with internal and external partners to provide enrichment programming that enhances program experience, expands horizons, and achieves program goals.
- Work with the Middle School and Multigenerational department to plan, coordinate, and execute program showcases and other events and activities as scheduled.
- Create authentic and meaningful opportunities for youth leadership through character-driven, collaborative learning activities.
- Build a sense of community in the program that supports the socio-emotional growth of youth.
- Foster a safe and supportive learning environment that meets the physical and socio-emotional needs of youth
- Assess youth for suicide ideation and child abuse reporting when needed.
- Collaborate with the Parent Coordinator to organize parent engagement events including program orientations, department showcases, culmination events, and informational workshops.
- Direct the supervision of students during and after school program, monitoring hallways and ensuring youth arrive to and leave the program safely.
- Use positive approaches to guide and manage youth behavior.

- Interact with parents to discuss student participation in the program, address concerns, and create academic and behavior action plans.
- Implement program evaluation tools that use constituent feedback to drive program design, resulting in high student retention.
- Maintain accurate attendance rosters and data entry for all program activities.
- Identify trends in attendance data and develop strategies to increase retention, maintain full enrollment and improve program quality.
- Work with the Development Team to gather and submit information for grant reports.
- Align the after-school program with Virgil Middle School's annual goals and outcomes.
- Track academic support and follow up with program staff to check students' progress.
- Submit professional and detailed incident reports in a timely manner.
- Serve as a substitute for absentee staff, including workshop instructors, as needed.
- Represent BAM to the school community, including students, parents, staff, faculty, and community partners.

#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Hold a minimum of a Bachelor's degree from an accredited college or university.
- Have excellent English communication skills, including reading, writing and speaking.
- Bilingual fluency in Spanish is strongly preferred, including proficiency in reading, writing and speaking.
- Demonstrate competency with Apple and Microsoft operating systems; Microsoft Office applications including Word, Excel, PowerPoint; Google applications, and database systems.
- Have at least 2 years of experience working directly with disadvantaged youth and families.
- Be sensitive to multicultural issues, and comfortable working in an urban environment.
- Able to set priorities and organize daily workload to meet deadlines, attain desired program outcomes, and comply with reporting requirements.
- Have excellent time management and personal organization skills.
- Be a team player, and be willing to support team members' work as well as Bresee's organization-wide work.
- Be self-starting and able to complete tasks without direct supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients and when managing sensitive information.
- Able to clearly articulate program-specific information as well as general information on Bresee's mission and services.
- Support Bresee's procedures and policies, as well as program-specific expectations.
- Submit to and successfully pass a criminal history background check.
- Understand and support Bresee's mission, vision and values.

**FLSA STATUS:** Non-Exempt. Regular. Full-time. Occasional weekend and evening hours will be necessary.

**COMPENSATION:** \$50,000 - \$55,000 annually

**WORKING LOCATION:** In-office.

**BENEFITS:** Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday, potential 401k match and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: BAM Site Manager.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

*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.*