



JOB OPENING ANNOUNCEMENT

L AFC YLP SITE COORDINATOR (Central Los Angeles)

Job Title: L AFC YLP Site Coordinator
Reports to: L AFC YLP Director
Location: Central Los Angeles
FLSA Status: Part-Time, Non-Exempt Position, Monday–Friday, 20hrs/week, \$17.00/hr.
Deadline to Apply: April 2, 2021
Expected Start: May 15, 2021

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

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Client Supervision (50%)

- Provide mentorship and support for ten 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 & consistent expectations, proactively communicating reciprocated feedback, and allowing youth voice to be heard & 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 mandated reporting of all eligible cases to the Department of Children and Family Services.
- Model professionalism and exemplar workplace attitude with leaders.
- Encourage leader participation in post-secondary education and assist with access to entry.
- Support communication and sustainability of relationships with L AFC YLP Alumni.

Program Administration (50%)

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

- Cultivate relationships with school partners administration & staff in regard to 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 central 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.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be high school 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 nonprofit social service agency.
- Familiar with trauma informed care with youth & families, demonstrate sensitivity to multicultural issues, and 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.
- Have or be qualified to obtain Class B license; DMV record check and DOT drug/alcohol testing will be required.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift, and carry objects. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required. This position will occasionally call for physical movements in soccer form at trainings and events.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 70%, out of office 30%. Indoors 70%, outdoors 30%.

HOURS AND BENEFITS: Part-time position, occasional weekend and evening hours will be necessary. Benefits include holiday, vacation, sick, and generous PTO hours, and 401k type pension plan.

Typical Schedule: Monday – Friday from 1:00pm – 6:00pm. One Saturday per month will require a weekend training session with youth.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by April 15, 2021 with the Subject Line: LAFC YLP Site Coordinator job opening.

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.