



JOB OPENING ANNOUNCEMENT

LAFC YLP SITE COORDINATOR (South Los Angeles)

Job Title: LAFC YLP Site Coordinator
Reports to: LAFC YLP Director
Location: Central Los Angeles
FLSA Status: Part-Time, Non-Exempt Position, Monday–Friday, 20hrs/week, \$18/hr.
Deadline to Apply: August 23, 2019
Expected Start: September 16, 2019

SUMMARY: Reporting to the LAFC YLP Director, the Site Coordinator is responsible for coordinating Bresee’s Los Angeles Football Club Youth Leadership Program at the Bresee Youth Center. The LAFC YLP Site Coordinator will organize, plan, implement, and run all LAFC YLP related activities, programs, and leadership curriculum with the South LA Site. This includes but is not limited to recruitment of student leaders, coordinating, scheduling, and managing all operations as it relates to the program site, partnership with the primary school site, and assistance and planning on all summer/winter leadership training and implementation, workshops, events, and any and all data collection and reporting.

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.

Program Coordination (50%)

- Manage all responsibilities for recruitment of 15 student leaders. This includes but is not limited to all marketing/promotional materials and outreach, applications, due dates and interview timelines, coordination with designated High School (s) for notification to their student body, and final selection of new LAFC Leaders.
- Assist LAFC YLP Director and additional Site Coordinator with field trips and special events, including planning, coordination, and supervision.
- Co-ordination and co-implementation of combined summer and spring LAFC YLP Leader training. Including planning of location, content, guest facilitators, & materials.
- Communicate regularly with appropriate partners on all event logistics including changes to schedule and or program content and any facility challenges or obstacles.
- Responsible for collaboration with Bresee’s Family Source Center Senior Family Advocate on all LAFC YLP student data and information collected/entered into CiviCore. In addition, collaborate on parent involvement, outreach, and inclusion with Bresee staff.
- Establish and maintain a quality relationship with Augustus Hawkins High School, St. Cecilia School, and Gerald Lawson Academy.
- Assist with parent communication, feedback, consultation meetings, and home visits based on need of family.
- Support communication, support, sustainability of relationship with LAFC YLP Alumni.

Internship Supervision (20%)

- Provide direction and supervision for LAFC YLP Leader Team (15 Leaders) on all soccer classes, programs, team meetings, leadership trainings, and activities.

- Build a coaching relationship with student leaders by setting clear and consistent expectations, communicating feedback proactively, and keeping positive, open communication with interns.
- Model professionalism and workplace expectations with the Leaders.

Administrative (25%)

- Responsible for waiver and data collection, assessment, and summary for all soccer classes, team meetings, and other misc. activities and programs. This includes proofreading and organizing of all submitted material before turning into data manager/Director.
- Responsible for consistent and regular communication with Director on all emails, phone calls, assignments, goals, outputs, outcomes, and programs.
- Participate in team meetings and events, staff meetings, and other Bresee, collaborative partner or community meetings as requested.

Los Angeles Football Club Specific Related Responsibilities (5%)

- Assist with LAFC matchday help including coordination and recruitment of Leader participation.

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

- Must be college graduate or currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification.
- Experience with the sport of soccer (or love of the game) or working in nonprofit social service agency desired.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment, experience working trauma-based youth.
- Experience facilitating and enduring social-emotional cases with youth and families.
- Bilingual in Spanish or Korean preferred, proficiency in speaking, writing, and reading.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must possess excellent customer service skills, including the performance of duties in a tactful and professional manner.
- Must have good organizational, time management, data collection, and analytical skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must follow program-specific requirements and policies.

- 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 soccer classes.

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

In office 20%, out of office 80%. Indoors 25%, outdoors 75%.

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

TO APPLY: Submit cover letter and resume to jobs@bresee.org by August 23, 2019 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.