

JOB DESCRIPTION

McClymonds Youth & Family Center Community Programs Manager

At Alternatives in Action (AIA) we believe young people are powerful. In our schools and community programs, we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference - for their own future and their communities. Because we believe in the power and promise of young people, we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants.

Position Overview

Under the supervision of the Senior Director of Community Initiatives at the McClymonds Youth & Family Center (MYFC) implements comprehensive programming and services to meet the needs of West Oakland youth and families. Alternatives in Action operates both school-day and after school programming at McClymonds High School along with broader West Oakland youth and parent programs.

The ideal candidate for this position would:

- Be a committed youth development professional who isn't afraid to roll up their sleeves and facilitate project-based learning and real-world skill building with high school students
- Be a motivated and responsible leader who is dedicated to upholding a strong school culture
- Have an ability to work with urban youth and collaborate with other adult allies within a social justice framework
- Have past experience in program coordination and staff management

Duties and Responsibilities:

Leadership, Supervision and Management (20%)

- Provide leadership for Alternatives in Action's Extended Day Program (EDP) at the MYFC by supervising staff, facilitating communication, planning services, completing reports & evaluation, and maintaining inspiring spaces for youth
- Attend all relevant organizational meetings; represent the organization as needed in external meetings and events
- Collaborate with Alternatives in Action leadership and staff to support organization-wide initiatives and event
- Recruit, train and motivate a team of project group coaches and day school teachers to implement Alternatives in Action's vision of high quality community school programming
- Coach, supervise and provide professional development to project group coaches, including weekly/bi-weekly one-on-one supervision, job-embedded coaching, performance management plans and bi-annual reviews and adult reflection coaching practice
- Plan and facilitate regular after school staff meetings and trainings on topics including Alternatives in Action's community impact project cycle, the Youth Program Quality Assessment (YPQA) tool, the PropelNext Theory of Change and other best practices in youth development
- Foster an environment that promotes teamwork and upholds the principles of Alternatives in Action
- Guide and participate in collaborative processes to improve Community Programs at the MYFC

Program Implementation (40%)

- Coordinate day-to-day operations of high school EDP and ensure compliance of all OUSD 21st Century after school requirements
- Develop and maintain a schedule of academic, leadership and enrichment activities
- Ensure academic support and targeted intervention activities for identified students during EDP academic time
- Accurately record and track attendance, participation, and snack for all community programs activities through CiviCorp/Citispans online system and maintain all physical attendance documents
- Maintain system of data collection for all other required documentation, including enrollment forms, emergency cards, permission slips, payroll, receipts, and evaluation tools
- Ensure EDP activities are aligned and in compliance with grant outcomes, including attendance and units of service requirements
- Ensure additional programming and community events are aligned and in compliance with grant objectives as well as student needs
- Include parents/guardians, teachers, and other stakeholders in program design, evaluation, & other processes
- Oversee facility management, including teen center, classrooms, and other shared spaces, during after school hours
- Collaborate with other program staff to design and implement career a 2-4 week Summer Bridge Program for rising 9th grade students

Direct Service (10%)

- Work with supervisor to hire, recruit, train, support, and evaluate Executive Team youth coaches
- Plan and facilitate the Youth Coach/Executive Team program 2-4 hrs per week with a minimum of 1-2 youth coaches for each community impact project; ensure high level of leadership skill development to promote consistent implementation of cascading leadership model
- Support cross-site E-Team meetings and retreats and ensure participation of MYFC Youth Coaches

Communication (20%)

- Develop and maintain a high level of communication with key stakeholders through regular, strategic communication and attendance at relevant meetings including McClymonds High School staff, the OUSD After School Program Office and other OUSD partners, City of Oakland, Alameda County departments, program providers and subcontractors, parents and other community members
- Establish strong internal marketing of programs to internal stakeholders through a monthly e-newsletter
- Develop and maintain positive parent relations through regular, strategic communication about attendance, participation, and events

Fiscal Management, Fund Development and Contract Management (10%)

- Collaborate with supervisor in budget development and expenditure tracking; manage EDP budget directly
- Work with Alternatives in Action's fund development staff to organize and prepare for site visits and other fund development-related activities
- Support fund development staff through the development of grant narrative and reports as needed for grants and contracts
- Manage OUSD 21st Century contract development and compliance paperwork
- Develop EDP Professional Services Agreements and manage sub-contracts as needed

Education and Experience:

- Minimum 4 years of experience teaching or mentoring middle/high school-aged young people in youth development and educational programs.
- Bachelor's degree required.
- Demonstrated ability to write grants, curricula, and keep detailed records.
- Experience in community development, youth organizing, and program development & coordination.
- Experience working with diverse groups and communities.

- Passion for mentoring young people, promoting youth development practices and working towards social change.

Required Licenses and Certificates: Position requires a valid California driver's license.

Classification: Full-time, exempt, salaried.

Compensation: \$53,000 to \$60,000 depending on qualifications

Benefits:

100% Premium Medical/Dental, 403(B) Retirement Match

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, and 1 week Spring Break; accrued vacation and set sick days. A portion of cost/fees associated with credential programs.

For more information about Alternatives in Action, please visit our website www.alternativesinaction.org

To apply please submit the following documentation with the position title in the subject line by email to: hr@alternativesinaction.org attention Human Resources.

- 1. Resume**
- 2. Cover letter**

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.