



JOB POSTING **Site Lead**

Kent Youth and Family Services is hiring a Site Lead to work at the Birch Creek Youth Centers.

This position assists in the coordination, supervision and implementation of the AfterSchool Program serving families who live in and around Subsidized King County Housing Authority sites, including activities providing culturally relevant academic and social-emotional support services to youth residents in grades Pre-K through college. Services include, but are not limited to, an afterschool and summer academic and enrichment program. The Site Lead will work closely with the Program Director, Program Supervisor and other staff regarding program development and serve as a liaison between housing residents and Kent Youth and Family Services.

REPORTS TO: Program Director & Program Supervisor

DUTIES AND RESPONSIBILITIES:

1. Coordinate and provide direct supervision for all scheduled educational and recreational programs sponsored by this program.
2. Coordinates and facilitates youth programming to achieve the following outcomes for youth:
 - a. Youth/children strengthen skills/assets that support positive social development.
 - b. Educationally at-risk youth/young adults make progress toward their educational goals.
 - c. Most importantly, build strong role model relationships with youth and families.
3. Coordination of youth programming includes, but is not limited to:
 - a. Overall planning of programming to align with the AfterSchool theory of change “Principles and the Youth Program Quality Initiative/Assessment,” with a focus on best/promising practices, emerging research, needs and strengths of the communities and founder outcomes.
 - b. Create, revise and establish a predictable schedule that includes clear transitions, healthy snack/meal, academic/homework time, literacy activities, free choice/enrichment time, outdoor/physical activities and clean-up time.
 - c. Purchase necessary program supplies and food for the program.
 - d. Active facilitation and monitoring of program environment while program is in progress
 - e. Demonstrate appropriate boundaries with youth at all times.
 - f. Oversee activity management, conflict resolution and behavioral issues with and between youth, with a focus on positive discipline, consistent consequences, restorative justice and the values of honesty, respect, safety, cooperation and responsibility.
 - g. Ensure staff and volunteers actively engage students in the routine and activities.
 - h. Execute quarterly program evaluation plan and ongoing data collection.

- i. Organize special guests, presenters, field trips and workshops that meet the needs of participants.
 - j. Create a Youth Advisory Council to provide leadership opportunity for youth to provide feedback and advocacy for the program.
4. Network within the Housing Authority community to determine community needs and resources, assisting AfterSchool Assistants with program development and volunteer recruitment.
5. Demonstrate positive interpersonal skills, cooperate and be able to successfully communicate with supervisor(s), co-workers, volunteers, participants, other service providers, and community residents.
6. Provides leadership to the AfterSchool staff and volunteers. Leadership responsibilities include providing training, delegation of duties, providing clear expectations, ongoing communication with team members about tasks related to program implementation, as well as collaboration and teamwork to support achievement of program outcomes and goals.
7. Actively participate in the recruitment, screening, training and supervision of volunteer tutor/mentors for the AfterSchool program.
8. Assist with coordinating space use with KCHA and/or other partners and families at site location.
9. Maintain knowledge of current tutoring and ELL teaching techniques and continue to maintain and help AfterSchool Tutors develop curriculum. Also maintain knowledge of online academic programs and assessments.
10. Maintain knowledge of online participant database (Kid Trax) and academic instructional sites (I-Ready).
11. Write monthly site reports and maintain daily site attendance, incident and accident forms, and other pertinent reports/records.
12. Assist with department payroll processing: IE review of time cards, vacation requests, etc.
13. Manage daily operations and maintenance of site.
14. Attend monthly staff meetings and training programs as required.
15. Other such duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Two or more years of college or equivalent work experience.
- Excellent communication skills: written and verbal.
- Ability to collaboratively interact with participants, community residents, other staff, and service providers.
- Skill and experience in planning and implementing recreational activities for youth.
- Strong organizational and time management skills with the ability to multi-task to meet deadlines in the planning and implementation of recreational activities for the program.
- Provide direct leadership and supervision of youth in activities.
- Experience working with low-income, culturally, and racially diverse youth and their families.
- Must be able to perform this job in a professional and responsible manner and be a positive role model for the staff and the children and youth served by the program.
- Proficient in Microsoft Office programs and products and be able to keyboard/type at least 30 WPM.
- Must pass a Washington State Patrol background check.

- Must have or obtain CPR and first aid certificate within 90 days of hire.
- Must have a valid WA State driver's license, proof of adequate insurance coverage and successfully pass a MVR check in order to provide transportation for participants and adults in agency vans.
- Ability to work a flexible schedule, including evenings and weekends, to meet the needs of the children and youth we serve.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Travel to meetings and program sites.
- Drive or ride in agency vans when providing transportation for participants and adults.
- Work with large groups of youth and withstand increased noise levels.
- Physical agility to participate and supervise youth recreational activities.
- Be able to stand or sit for variable lengths of time to participate or implement program and activities.
- Generally good working conditions with limited or no exposure to extremes in noises, temperature, and weather conditions.
- Ability to lift or move up to 50 pounds on occasion or with assistance.

JOB TYPE: Part Time – 20 to 29 hours per week

SCHEDULE: Monday – Friday, in the afternoon.

PAY: \$17.00/per hour

OPENS: 3/29/2022

CLOSES: When filled.

HOW TO APPLY:

- **Internal Candidates:** Submit letter of interest and resume to Cyoon McBride.
- **External Candidates:** Apply on Indeed, or submit cover letter & resume to cyoonm@KYFS.org, Fax 253-373-9441 or Mail to Kent Youth & Family Services, Attn: Cyoon McBride, 232 2nd Ave S, #201 , Kent, WA 98032