

## JOB DESCRIPTION

**POSITION:** Youth Program Assistant

**PROGRAM:** FamilySource Center

**Reports to:** Youth Services Coordinator / FamilySource Program Manager

**Salary Range:** Full-time \$19-22/hr.

**Position Summary:** – Full-time, exempt position

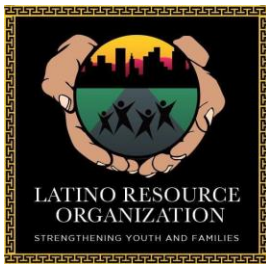
Youth Program Assistant at the W.L.A. FamilySource Center (FSC) is responsible for supporting and coordinating the development and implementation of a youth services program inclusive of, academic enrichment, youth development, case management, college preparation, youth personal development, Life Skills, mentoring, art/cultural and civic activities, and a Summer Learning Program. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and case management.

### **Responsibilities:**

- Assist in coordinating an academic development program inclusive of math/reading/science tutoring program, after school program, coordination of youth financial literacy, Life Skills Class, mentoring, Cash for College, FAFSA Workshops, College Corner, and college field-trips.
- Assist in the development and implementation of Community Outreach Strategies to promote the Youth Services Program.
- Assist in tracking enrollments, student rosters, and log/record grades in conjunction with LAUSD PSA and Contract Compliance Manager; record outcomes. Establish, maintain, and record FSC Youth Customer Files

### **Student Academic Achievement**

- Knowledge of A-G requirements; counsel students and assist in the progress of A-G.
- Compose and facilitate structured, supplemental lessons in Mathematics, English Language Arts, and Reading Comprehension.
- Conduct and/or leverage educational/informative workshops for youth and parents, such as Job Soft Skills Workshops, FAFSA Workshops, Life Skills Classes, resume building, and public speaking workshops.
- Integrate the FSC College Corner, research adequate resources and referral services beneficial to student academic achievement.
- Assess and monitor individual progress and growth.
- Coordinate and monitor program activities.



### ***Case Management***

- Provide Case Management to youth. Respond to all concerns in a timely manner, facilitating meetings between staff, parents, youth with goal of finding a resolution, assisting coordinators and supervisors with documenting student cases, and ensuring proper protocols are followed. Development Individual Service Plans using Smart Goals to establish short and long-term goals leading to the academic development of youth. Follow up with youth at minimum 2 times per month. Maintain case notes and files

### ***Community Engagement***

- Coordinate and monitor higher education campus visits, including colleges and universities, vocational/trade schools, and professional schools.
- Network with campus representatives and other youth service agencies to develop, implement, and sustain a guest speaker and financial literacy series.
- Seek scholarships, internship, summer employment opportunities, resource fairs, and other Civic-community involvement activities for participants to productively participate in throughout the year.
- Expose participants to enhanced learning opportunities and additional community resources.

### ***Mentoring***

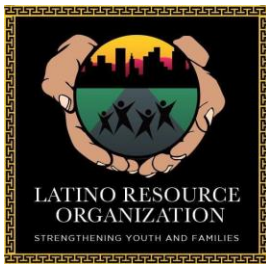
- Motivate and facilitate the exploration of youth's career and educational interests.
- Promote and peak youth interest in higher education and self-advocacy.
- Guide youth and parents through the college, financial aid, and scholarship application process.
- Guide youth and parents through the trials of Middle & High School.

### ***Administrative Support***

- Submit monthly reports on program progress.
- Submit weekly reports.
- Monitor youth attendance and youth progress via pre/post testing analysis
- Participate in team meetings and City of Los Angeles meetings and trainings.
- Conduct Intakes & File Reviews
- Assist in the development of corrective action plans for underperforming youth.
- Assist with other duties as assigned by Youth Services Coordinator and or Program Manager

### ***Qualifications and Experience:***

- Bachelor of Arts degree required. BA is preferred in Social Work, Sociology, Human Services, Psychology, or related field
- Possess thorough knowledge of laws, regulations and guidelines related to confidentiality
- Excellent verbal and written communication skills



- Excellent and effective public speaking and presentation skills
- Ability to coordinate multiple assignments and prioritize
- Ability to handle sensitive and confidential issues in a professional manner
- Ability to manage crisis situations
- Ability to work independently as well as in a collaborative
- Residency in and /or familiarity with the target area and its cultural diversity
- Excellent knowledge of word processing tools and spreadsheets (MS office word, excel, access, etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Detail-oriented.

***Additional Requirements:***

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Bilingual English/Spanish preferred