



JOB OPENING ANNOUNCEMENT



Job Title: Site Coordinator
Reports to: LAFC Managing Director
Location: Central Los Angeles
FLSA Status: Independent Contractor
Seasonal Part Time: \$18/hr, 20hrs/wk, July 2017-May 2018
Deadline to Apply: June 30, 2017
Expected Start: July 17, 2017

Organization:

Los Angeles Football Club Youth Leadership Program (LAFC YLP) is a groundbreaking youth mentoring community partnership established with the Bresee Foundation, Los Angeles Police Department, and Major League Soccer's Los Angeles Football Club in South & Central Los Angeles. LAFC trains and mentors 30 at-risk high school students in an innovative paid internship wherein they organize year-round leadership soccer clinics and programs for neighborhood youth. In addition, LAFC YLP hosts soccer-themed events and programs to keep kids off the streets in area's surrounded by major gang neighborhoods and crime rates higher than the city average.

Position Summary:

The LAFC YLP Site Coordinator will organize, plan, implement, and run all LAFC related activities, programs, and leadership curriculum at the Bresee Youth Center. In addition, the Site Coordinator will work with and alongside the South L.A. Site Coordinator, student leaders, advisory council members, and Managing Director during all LAFC YLP soccer themed activities and programs. This includes but is not limited to recruitment of student leaders, coordinating, scheduling, and managing all operations as it relates to the Bresee site, partnership with the primary school – Camino Nuevo Charter Academy, and assistance and planning on all summer/winter leadership training and implementation, field trips, advisory committee meetings, and any and all data collection and reporting.

Duties and Responsibilities:

Logistics (12 hours)

- 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 Youth Leaders.
- Provide direction and supervision for LAFC student leadership team (15 students) on all Friday/Saturday Skills and Drills soccer clinics and all pre-designated soccer classes, programs, and clinics at the Bresee Youth Center.
- Co-ordination and co-implementation of combined summer and spring LAFC 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.
- Maintain consistent communication and relationships with student leaders and their parents.
- Responsible for all design, collaboration, and distribution of LAFC related flyers and social media banners for events at Bresee site.

Administrative (5 hours)

- Build relationships and maintain consistent communication with school administrators at Camino Nuevo Charter Academy, LAFC advisory council members, and community partners.
- Responsible for waiver and data collection, assessment, and summary for all soccer themed activities and programs.
- Responsible for data collection, assessment, and summary of any and all data needed for LAFC grants.

Field Trips (3 hours)

- Co-supervise and Co-coordinate field trip planning and logistics.
- Assist South L.A. Site Coordinator and Managing Director on field trips with planning, coordination, and supervision.

Desired Technical and Professional Skills and Experience:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification; or must hold Bachelor's degree from an accredited college or university.
- 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.
- 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.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check and tuberculosis test.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by June 30, 2017 with the Subject Line: LAFC Site Coordinator job opening.