



JOB DESCRIPTION

Program Supervisor

Hours and times will vary by site, no benefits

The Program Supervisor position is a site-based leadership position in the LA's BEST Program. The Program Supervisor is responsible for facilitating and supervising recreation, education and/or enrichment activities at an LA's BEST program site.

LA's BEST

LA's BEST – Better Educated Students for Tomorrow – is a nationally recognized after school education, enrichment, and recreation program serving more than 27,000 children with the greatest needs and fewest resources throughout the City of Los Angeles. LA's BEST After School Enrichment Program provides a safe haven for children, ages 5 to 12, at 180 LAUSD elementary school sites each day during the critical hours after school – at no cost to parents. Established in 1988, LA's BEST is a partnership including the City of Los Angeles, the Los Angeles Unified School District and the private sector.

Description of Duties

- To design, plan and facilitate specialized activities with groups of twenty children.
- To advise the Site Coordinator as to what supplies, materials and other forms of support are needed for activities.
- To advise and assist Site Coordinators in supervising the program and managing paperwork.
- To supervise all LA's BEST participants to ensure a safe and organized program.
- To assist with the planning, facilitation and supervision of special projects and events.
- To maintain professional relationships and constant communication with LA's BEST traveling staff, school site administrators, school staff and parents regarding program activities.
- To attend staff development trainings and workshops.
- To perform other duties as assigned.

Professional Qualifications

- Desire to work with children.
- Supervisory experience in recreation or related field is preferred.

- Ability to work cooperatively and collaboratively with Los Angeles Unified School District staff, public officials, private sector officials, parents and community leaders.
- Familiarity with quality criteria for after school programs.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent organizational skills.
- Excellent management skills.
- Familiarity with basic computer software programs and ability to type.
- Ability to speak or write a language in addition to English is preferred.

Other Requirements

- Available to work 2:00-6:00 p.m. Monday through Friday.
- Eligible to accept LAUSD/LA's BEST assignment (which includes high school diploma/GED equivalent, fingerprinting and TB clearance).
- Willing to work evenings and weekends (on occasion).
- Willing to travel to off-site meetings, trainings and events.

This position reports to the Site Coordinator.