



## **JOB DESCRIPTION**

# **Traveling Program Supervisor**

**20 hours/week, 2:00pm to 6:00pm, no benefits**

The Traveling Program Supervisor position is a traveling leadership position, which provides supervision and support to LA's BEST site staff to ensure compliance and overall program safety at each 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 supervise and support a cluster of LA's BEST sites.
- To assist site staff in embedding the vision, mission & philosophy of LA's BEST into the daily implementation practices at each site.
- To ensure that staff understand and comply with all LA's BEST/LAUSD policies and procedures.
- To ensure that each site is staffed to meet the LA's BEST employee-to-child ratio by recruiting, interviewing and making recommendations for personnel hiring & placement.
- To actively foster on-going communication and strong relationships between LA's BEST and key stakeholders (e.g., school administrators & staff, parents, students, and the surrounding community).
- To ensure that each LA's BEST site operates a program that is physically and emotionally safe for all children and employees.
- To create conditions for collaboration and shared leadership, which encourage ownership, accountability, and learning at all levels.
- To support the understanding and supervise the management of site budgets by the Site Coordinators.
- To conduct annual performance reflections around successes and areas for improvement with Site Coordinators, and provide guidance for the reflection process with site staff.
- To ensure that all staff understand and are able to execute emergency safety procedures.

- To ensure that all necessary site documents are accurately completed and submitted in a timely manner to the appropriate receiver.
- To maintain strict confidentiality around all student and staff information.
- To ensure and understand the procurement and distribution of site supplies and equipment.
- To conduct bi-annual inventory assessment at the site level.
- To perform other duties as assigned.

## **Professional Qualifications**

- Baccalaureate degree in recreation, education or related field is desirable.
- Supervisory experience in recreation or related field 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 criteria for quality after school programs and the youth development philosophy toward engaging children.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Ability to effectively lead and manage multiple sites.
- Familiarity with basic computer software programs and ability to type.
- Ability to speak or write a language other than English is preferred.

## **Other Requirements**

- Valid California driver's license and use of vehicle with proof of insurance.
- Reliable transportation and ability to travel to multiple sites within the City of Los Angeles.
- Eligible to accept LA's BEST/LAUSD assignment.
- Willingness to work evenings and weekends (on occasion).

**This position reports to an LA's BEST Team Leader.**