



## **Community Programs Manager at Life Academy High School**

At Alternatives in Action (AIA) we believe young people are powerful. In our schools and community programs, we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference - for their own future and their communities. Because we believe in the power and promise of young people, we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants.

### **POSITION OVERVIEW:**

Under the supervision of the Community Programs Director, the Community Programs Manager for Life High School (LifeHS) implements comprehensive programming and services to meet the needs of youth and families served by LifeHS. Alternatives in Action operates both school-day and after school programming and is responsible for the implementation and management of after school programming.

### **THE IDEAL CANDIDATE FOR THIS POSITION WOULD:**

- Be highly skilled in youth development
- Have the ability to organize and motivate students academically and co-create a strong program culture.
- Be a continual learner deeply invested in community and families at the high school.
- Have solid experience working in urban schools and communities of color.
- Have experience building relationships with middle school (sites) communities and coordinate community events.
- Ensure site staff work with you to implement a high-level community impact project using AIA's community impact model.

### **DUTIES AND RESPONSIBILITIES:**

#### Leadership, Supervision and Management (20%)

- Provide leadership for Alternatives in Action's Extended Day Program (EDP) at LIFEHS by supervising staff, facilitating communication, planning services, completing reports & evaluation, and maintaining inspiring spaces for youth
- Attend all relevant organizational meetings; represent the organization as needed in external meetings and events
- Collaborate with Alternatives in Action leadership and staff to support organization-wide initiatives and event
- Recruit, train and motivate a team of project group coaches and day school teachers to implement Alternatives in Action's vision of high quality community school programming
- Coach, supervise and provide professional development to project group coaches, including weekly/biweekly one-on-one supervision, job-embedded coaching, performance management plans and bi-annual reviews and adult reflection coaching practice
- Plan and facilitate regular after school staff meetings and trainings on topics including Alternatives in Action's community impact project cycle, the Youth Program Quality Assessment (YPQA) tool, the AIA Theory of Change and other best practices in youth development
- Foster an environment that promotes teamwork and upholds the principles of Alternatives in Action
- Guide and participate in collaborative processes to improve Community Programs at the LIFEHS

### Program Implementation (40%)

- Coordinate day-to-day operations of high school EDP and ensure compliance with all funding and AIA requirements
- Develop and maintain a schedule of academic, leadership and enrichment activities
- Ensure academic support and targeted intervention activities for identified students during EDP academic time Accurately record and track attendance, participation, and snack for all community programs activities through CiviCorp/Citispan online system and maintain all physical attendance documents
- Maintain system of data collection for all other required documentation, including enrollment forms, emergency cards, permission slips, payroll, receipts, and evaluation tools
- Ensure EDP activities are aligned and in compliance with grant outcomes, including attendance and units of service requirements
- Ensure additional programming and community events are aligned and in compliance with grant objectives as well as student needs
- Oversee facility management
- Collaborate with other program staff to design and implement a 2-4 week Summer Bridge Program for rising 9th grade students

### Direct Service (10%)

- Work with site team to hire, recruit, train, support, and evaluate Executive Team youth coaches
- Plan and facilitate the Youth Coach/Executive Team program using the AIA model;
- Ensure a high level of leadership skill development and ensure adherence to AIA's cascading leadership model
- Support cross-site E-Team meetings and retreats and ensure participation of LIFEHS Youth Coaches

### Communication (20%)

- Develop and maintain a high level of communication with key stakeholders
- Regularly attend school site, OUSD, OFCY and other relevant partner meetings
- Establish strong internal marketing of programs to internal stakeholders
- Develop and maintain positive parent relations through regular, strategic communication

### Fiscal Management, Fund Development and Contract Management (10%)

- Collaborate with supervisor to manage budget and track program expenditures
- Work with Alternatives in Action's fund development staff to support site-related fund development activities
- Support fund development staff as needed for grants development and reporting
- Manage contract development and compliance paperwork
- Develop EDP Professional Services Agreements and manage sub-contracts as needed

### **QUALIFICATIONS:**

- Minimum 4 years experience teaching or mentoring middle/high school-aged young people in youth development and educational programs.
- Bachelor's degree required.
- Experience in community development, youth organizing, and program development & coordination.
- Experience working with diverse groups and communities.
- Passion for mentoring young people, promoting youth development practices and working towards social change.
- Bilingual in Spanish and English is preferred, but not required.

**Required Licenses and Certificates:** Position requires a valid California driver's license and reliable vehicle.

**Position title:** Life Academy High School Community Programs Manager

**Classification:** Full-time, exempt, salaried.

**Compensation:** \$53,000 to \$60,000 per year depending on qualifications

**Benefits:**

**Full Time**

100% Premium Medical/Dental, 403(B) Retirement Match

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break; accrued vacation and set sick days

For more information about Alternatives in Action, please visit our website [www.alternativesinaction.org](http://www.alternativesinaction.org)

**To apply, please send your resume and cover letter by email to:** [hr@alternativesinaction.org](mailto:hr@alternativesinaction.org), attention **Human Resources. Enter the job title in the subject line.**

Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

*NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.*