



Position: Youth Development Program Supervisor
Program: LifeWorks/YCH
Reports to: Associate Director, Education & Youth Development, CYFS
Salary: \$47,840/yr
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, Life Insurance; Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:

Provide leadership and oversight of all youth development programming for lesbian, gay, bisexual and transgender youth, (LGBT) ages 24 and under, who come to the Los Angeles LGBT Center (Center) through the LifeWorks program or the Youth Center on Highland. Work closely with Center staff and volunteers to develop programming that develops a sense of competence, usefulness, power and belonging among at-risk youth, youth experiencing homelessness, at-home/at-school youth and youth who see themselves as the leaders of the future.

ESSENTIAL FUNCTIONS:

- 1) Research and implement youth development programming for both youth experiencing homelessness and at-risk LGBT youth as well as youth in supportive environments, incorporating a model for Positive Youth Development;
- 2) Develop and coordinate strategic partnerships with various community-based agencies and governmental partnerships to support the development of youth;
- 3) Develop goals and provide supervision of staff and programming of YCH Ambassador Program & LifeWorks youth development, providing weekly, monthly and annual opportunities for youth development;
- 4) Recruit, train and track volunteers in all Youth Development programs;
- 5) Develop and implement LifeWorks Peer Mentor Youth Council; hold regular meetings, engage youth in programming and give youth opportunities to lead; recruit a minimum of 10 youth to serve at a time;
- 6) Collaborate with other Los Angeles LGBT Center departments and outside organizations, other HHYP (Hollywood Homeless Youth Partnership) agencies on youth events, resources and youth development opportunities; Oversee the Rainbow Summer Nights Series for youth engagement and recruitment;
- 7) Support the Models of Pride conferences through the development of workshops, speakers and events
- 8) Make presentations to community organizations regarding Youth Development programming;
- 9) Attend community meetings, conferences and events as assigned;
- 10) Develop and implement evaluation tools to regularly assess and improve the effectiveness of the program;
- 11) Prepare month end reports and other administrative duties as required to meet program and funder needs.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum of 3 years of experience in social services with youth or related setting required;
- 4) Master's Degree in related field such as social work, psychology or non-profit management preferred;
- 5) Experience working with youth in a youth development setting and knowledgeable of the principles of Positive Youth Development; demonstrated ability in engaging youth and facilitating workshops;
- 6) Knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth, particularly those who are homeless, at-risk and may have substance abuse and mental health issues;
- 7) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 8) Excellent computer skills including word processing, database operations, spreadsheets, and other software systems;
- 9) Working knowledge of the Los Angeles County network of social services;
- 10) Be available to work a flexible schedule that includes weekends and evenings;
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

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| <p>12) The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.</p> |
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