



JOB TITLE: Regional Supervisor

STATUS: Full-Time (Exempt)

REPORTS TO: Assistant Director and Director of Youth Services

HISTORY AND MISSION

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI offers families education and training resources in the areas of after school, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 30,000 youth and adults each year through these programs.

SUMMARY

Youth Policy Institute (YPI) is seeking a full time Regional Supervisor for its Youth Services Department, under the supervision of the Assistant Director and Director of Youth Services. Regional Supervisor will assist with the oversight of 50 + after-school sites in the Los Angeles and San Fernando area.

ESSENTIAL FUNCTIONS

- Assist the Youth Services Director in oversight of department projects.
- Under general direction, plans, implements, organizes, supervises, coordinates, reviews, evaluates and oversees the programs and services funded by the After School Education and Safety (ASES) Grant, and 21st Century Learning Grant, budgets henceforth called after school budgets; and performs related duties as assigned.
- Plans, implements, organizes, manages, directs, coordinates, reviews and evaluates the programs and services funded by after school grants to ensure Youth Services programs are effectively staffed, funded and managed.
- Coordinates program operations between program staff and school administrators and faculty; ensures program operations and services comply with grant requirements; oversees and supervises the work of program subcontractors; hire and work with evaluator to collect meaningful data for the programs
- Provides support, guidance and oversight to managers/supervisors on implementation of programs.
- Monitor the performance of programs to ensure the fulfillment of all grant requirements.
- Manages internal data collection system, files and track documentation for accountability with grantees.

- Develop, manage and coordinate documents needed for internal and external program audits and compliance requirements.
- Develop, modify and regularly reviews department program activities and projected outcomes with program staff and ensure that any necessary corrective actions are taken to maintain compliance with stated objectives and outcomes.
- Monitor and review program implementation.
- Mentor, Guide and provide leadership to all Program Specialist.
- Ensure the timely submission of all required reports (financial and programmatic) and supporting materials by program staff.
- Conducts risk-assessment for resource allocation and long-term goal setting.
- Design and implement professional development plans for all program staff to ensure that staff is properly trained.
- Represent the Youth Policy Institute by participating at meetings, and conferences as appropriate.
- Assist with all grant submissions (new and renewal)
- Fulfill director's responsibilities in his/her absence.
- Reinforce safety guidelines among staff; report workplace injuries in a timely manner
- Handle other responsibilities as required and/or as assigned.

QUALIFICATIONS

- Bachelor Degree in Human Services, Liberal Arts, Education and/or closely related fields.
- Three (3) years of experience working in an after school program, and at least three (3) years of progressively responsible program development, implementation and administration experience; or an equivalent combination of training and experience.
- Knowledge of the principles and practices pertaining to ASES and 21st Century Funding.
- Ability to plan, organize, manage and direct complex after school program operations, services and activities to ensure compliance with measure requirements and achieve program goals and objectives.
- Ability to analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations; collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
- Knowledge of management and supervisory principles and practices.
- Knowledge of budget management methods and techniques.
- Previous experience in program development and execution.
- Skill in problem solving and decision-making.
- Ability in planning, analyzing and coordinating activities and establishing priorities.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Excellent organizational and training skills.
- Knowledge of grant funding for Charter Schools is highly desirable.

COMPENSATION

Competitive salary to commensurate with experience

BENEFITS

We offer a competitive benefits package to include medical, dental, vacation, 403(b) holiday pay and a great working environment.

WORK SCHEDULE

Monday through Friday, some weekends and late evenings required.

SELECTION PROCESS

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Professional references
- Salary History and salary requirements
- Submit your resume to info@ypiusa.org. No phone calls please.
- Write “Regional Supervisor” in the subject line.

Prospective candidates will be invited for an interview. Position will be open until filled.

YPI's mission is to “Create opportunities for low-income families and communities through technology, education and training services.”

EOE

www.ypiusa.org