



AL WOOTEN JR. YOUTH CENTER

SINCE 1990 **CATCH THE VISION!**

9106 S. Western Ave., Los Angeles, CA 90047
(323) 756-7203 / www.wootencenter.org

Program Director-Hybrid Learning Job Notice

START DATE: June 2022

Non-profit youth center in South Los Angeles is seeking a Program Director to manage hybrid diagnostics and private tutoring and other academic enrichment in our free afterschool and summer programs for grades 3-12.

- SALARY:** \$45,000-\$55,000/year salary
BENEFITS: Medical, dental and vision, 401k, vacation, holidays, sick leave, etc.
LOCATION: Al Wooten Jr Youth Center, 9106 S. Western Ave., Los Angeles, CA 90047
SCHEDULE: 40 hours/week, Mon-Fri, with some flexibility/requirements for summer, evening, or weekend activities
PROTOCOLS: COVID-19 vaccination, masks and testing
CONTACT: Email resume to Naomi McSwain, executive director, nmcswain@wootencenter.org

QUALIFICATIONS:

- Bachelor's degree or higher in education, child development or other related field
- Meet Community Care Licensing requirements for a school-age child care center teacher
- Minimum three years experience as a teacher or administrator in an afterschool or school setting
- Experience managing and developing virtual activities on Zoom or other online platform
- Experience in an urban educational program environment
- Experience developing and conducting assessments and interventions
- Experience developing and tracking student and program outcomes
- A positive attitude and ability to work in a collaborative environment
- Passion and commitment to support students in grades 3-12 in the South Los Angeles area
- Ability to work in partnership with parents, schools, and public and private agencies
- Ability to manage successful youth and parent engagement in a hybrid and virtual learning environment
- Solid written, math and verbal communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Zoom and social media

RESPONSIBILITIES:

- Manage hybrid diagnostics, private tutoring, homework assistance and other academic enrichment
- Conduct i-Ready diagnostics in reading and math and make recommendations for interventions
- Develop and maintain tools and strategies to conduct diagnostics and track results
- Conduct score talks, parent calls and other follow ups for successful youth and parent engagement
- Onboard and supervise teachers and tutors (volunteers and staff) providing academic enrichment
- Supervise administrative staff in tracking weekly outcomes and preparing annual outcomes reports
- Supervise staff in maintaining student academic records according to licensing requirements
- Conduct surveys and monitor program results to make or recommend improvements
- Prepare and present reports on program outcomes for staff, board and other meetings
- Work with directors in developing and presenting staff, volunteer, parent and student orientations
- Use Wooten afterschool software to upload and track test results and other data
- Other related activities, as needed