



Lompoc Teen Center
Program Supervisor (Yes I Can-Si Se Puede)
Job Description

Job Title Program Supervisor	Program Yes I Can-Si Se Puede	Location(s) Lompoc Teen Center Cabrillo High School Lompoc High School
Classification Hourly (Non-Exempt)	Compensation \$20-\$22/Hour (DOE)	Schedule Part-Time

Organization Overview

Lompoc Teen Center provides a safe-space for at-risk teens (7th-12th grade students) to achieve academic success and college readiness. The Yes I Can-Si Se Puede program at Lompoc Teen Center partners with Lompoc Unified School District (LUSD) to provide after-school and out-of-school academic support services, including academic counseling, mentoring, snacks, transportation, tutoring, and an annual post-secondary scholarship. Students in the Yes I Can-Si Se Puede program receive services partially from students in the Leadership Fellows program at Lompoc Teen Center - academically performing high school students who mentor and tutor in exchange for an annual post-secondary scholarship. Lompoc Teen Center also provides activities, excursions, presentations, and workshops to incentivize students to perform academically.

Job Overview

The Program Supervisor (Yes I Can-Si Se Puede) assists the Yes I Can-Si Se Puede Program/Case Manager in the coordination and management of programming and staff.

Key Responsibilities

Under the direction of the Yes I Can-Si Se Puede Program/Case Manager, the Program Supervisor is responsible for the following:

- Managing and supervising an after school site, students, and supporting staff according to district, school, Center, and program policies and procedures
- Transporting students to an after school site and the Center using a Center vehicle
- Coordinating and managing tutorial sessions and programming in concert with school curriculum
- Providing individual and group tutorial services to students in the Yes I Can-Si Se Puede program
- Assessing student academic performance and workload on a regular basis
- Supporting the development of individualized tutoring plans
- Providing staff with ongoing tutorial training to develop a strong theoretical and practical foundation that maximizes student learning

Schedule

Monday through Thursday from 2:00 p.m. to 6:00 p.m.

Required Qualifications

- B.A./B.S. degree from an accredited college or university with an emphasis in secondary education, instructional technology, a subject matter field commonly taught in the secondary grades or a closely related field
- 1-3 years of experience in an instructional or tutorial position
- Previous experience managing and supervising an after school site/program
- Previous experience leading and managing groups of students
- Previous experience leading and managing a team of instructional or tutorial staff
- Previous experience assessing student academic performance and workload
- Previous experience developing instructional and tutorial plans
- Completion of a criminal background check according to LUSD standards
- Valid First Aid and CPR certificates issued by an authorized agency
- Verification of a negative tuberculosis (TB) test

Preferred Qualifications

- Bilingual in English/Spanish
- Experience collaborating with school administration and staff to ensure alignment with curriculum
- Possession of a valid California teaching credential

Application Process

To apply, please email your resume and a cover letter to victor@lompocteencenter.org

Equal Employment Opportunity (EEO) Statement

The Lompoc Teen Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, marital status, military and veteran status, or any other characteristic protected by federal, state, or local law. We are committed to diversity and inclusion and believe that all individuals should be treated with respect and dignity.

Disability Statement

The Lompoc Teen Center will provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the employer. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.