

City of Los Angeles Mayor's Office of Gang Reduction & Youth Development and the City
Of Los Angeles Department of Recreation and Parks
Summer Night Lights 2020
Lead Youth Squad Job Description



The Mayor's Office of Gang Reduction and Youth Development (GRYD) was established in 2007 with the primary goal of establishing data- driven gang prevention and intervention programs in the City's most gang- impacted communities. Summer Night Lights (SNL), a component of the GRYD strategy was piloted during the summer of 2008 as a response to research that point to youth being most likely to commit violent crimes during the summer months in the City of Los Angeles. The SNL program is implemented in 32 parks across the city with the goal of reducing gang related violence in and around SNL sites, providing community engagement, and employment opportunities for youth as well as adults.

Hourly Pay Rate: \$15.00 per hour

Employment Period: 6/13/20– 8/22/20

(Candidates will be notified of any modifications to employment period. Availability of position is contingent upon funding. Health benefits are not available.)

Mandatory Training Schedule:

6/13/20, **Time:** 9:00 am-1:00 pm

6/15/20 – 6/19/20, **Time:** 8:30 a.m. – 5:00 p.m.

SNL Program Employment Schedule:

June 22 – August 1, 2020 (40 Hours)

- Tuesday: 9:00 a.m. – 5:30 p.m. (8 hrs)
- Wednesday - Saturday 3:00 p.m. to 11:30 p.m. (32 hrs)

August 5– August 22, 2020 (20 Hours)

- Wednesday Or Thursday (4 hrs)
- Fridays- Saturdays 3:00 p.m. to 11:30 p.m (16 hrs)
- Saturday, August 22, 2020 – 9:00 a.m. – 1:00 pm (4 hrs)

GENERAL RESPONSIBILITIES

The **Lead Youth Squad** (LYS) Member works independently and collaboratively with the Mayor's GRYD staff, the Site Coordinators, Cluster Coordinator, the Youth Squad team and all program partners to oversee aspects of SNL program service delivery at one (1) identified site. The LYS will develop and supervise nightly team assignments, collect and report program activity information (food counts and activity counts), monitor supplies and maintain adequate inventories, and assist with program implementation and outreach. The LYS will work collaboratively with diverse populations, as well as possess strong leadership, communication, and organizational skills.

REQUIREMENTS:

- Previous employment experience with Summer Night Lights as a Lead Youth Squad/Youth Squad member.
- **MUST** be between the ages of 17 and 24 years old.
- **MUST** know, and understand the immediate community where the SNL program is offered.
- **MUST** be available to attend training, and work the entire SNL program dates and hours (June-August).
- Demonstrated ability to lead and manage, problem-solve and work in a fast-paced environment.
- Ability to work with youth & families from different cultures, neighborhoods and varying ethnic groups
- Ability to work as part of a team that includes city departments, community based organizations, community intervention workers and law enforcement.
- Comfortable working independently, taking initiative, and providing feedback to fellow team members and supervisors.
- Capable of following directions from multiple staff members including SNL Cluster Coordinators and Site Coordinators, the Mayor's GRYD staff, and Recreation and Parks staff.

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- Must be able to stand for long periods of time, carry a minimum of 15 lbs, and engage in labor intensive activities.
- MUST complete HIRE LA curriculum and end of program survey.

WORK DUTIES

- Assist in SNL Youth Squad coordination which includes developing schedules, providing direction, input and feedback, and providing mentorship.
- Engage community members and encourage program participation prior to and during programming.
- Conduct daily outreach to provide program information and promote program offerings in and around the surrounding the community.
- Participate in events related to work readiness, professional development, and educational opportunities.
- Carry out the logistics of setting up, breaking down, and closing the SNL program nightly. This includes all aspects of the SNL program (Arts, Sports, Workshops, Recreational Activities, Food distribution).
- Assistance and supervision of daily set up and break down of program activities and equipment. This includes communicating supply, equipment, and staffing needs to Site Coordinator, and developing nightly staff assignments and schedules.
- Implementation of site outreach plan, ongoing assessment of community participation and identification of additional outreach efforts;
- Facilitation of youth led programming at assigned site.
- Conduct daily inventory of food and programming supplies.
- Receive and conduct inventory of SNL meal component.
- Completion of program surveys to provide feedback on SNL programming and employment; other duties as assigned.
- MUST complete work readiness curriculum, financial literacy training, and additional training.

BACKGROUND CHECK

Employment offers will be made after successful completion of applicable background check(s).

APPLICATION SUBMISSION PROCESS:

Deadline to submit applications: 3/9/19 at 5 p.m.

Please complete and submit applications online at:

<https://www.lagryd.org/seasonal-employment-opportunities>

APPLICATION AND FILING INFORMATION

Only selected applicants will be scheduled for an interview. The office reserves the right to close or modify application deadlines as needed. Employment and educational information will be provided via online tool to all applicants.

EQUAL OPPORTUNITY EMPLOYER (EOE)

This position is an at will, seasonal position which does not accrue civil service tenure, contractual employment rights, or due process rights. The position is appointed and serves at the pleasure of the Mayor's GRYD Office / Recreation and Parks and may be removed without any finding or cause by the Mayor's GRYD Office/ Recreation and Parks. The City of Los Angeles is an EOE employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services, and is an equal access/equal opportunity employer.