



**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
Site Coordinator 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: \$18.00 per hour

Period of Employment: 6/8/20 – 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:

6/8/20 - 6/12/20 **Time:** 9:00 a.m. – 4:00 p.m.

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 7– August 22, 2020 (20 Hours)

- Wednesdays **OR** Thursdays TBD (4hrs)
- 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 **Site Coordinator** works independently and collaboratively with GRYD Mayor’s staff and program partners (LAPD, Recreation and Parks, GRYD contracted providers) to oversee all aspects of SNL program service delivery at one (1) identified site. Specifically, the Site Coordinator is responsible for implementation of programming, management of site coordination team, implementation of an outreach plan and program calendar, while overseeing administrative tasks (i.e. timesheets, invoice submission, nightly reports, etc). The Site Coordinator will work collaboratively with diverse populations and manage complex situations effectively.

WORK DUTIES

- Management of the SNL site coordination team, which includes supporting the Youth Squad via the facilitation/implementation of daily professional curriculum, developing schedules, monitoring performance, providing direction, staff evaluations, input and feedback.
- Coordination of daily setup and breakdown of program activities and equipment.
- Implementation of site outreach plan, ongoing assessment of community participation and identification of additional outreach efforts. (i.e local CBOs and business resources)
- Ensure program activities operate within set policies and procedures.
- Assess community participation to develop plans to increase and/or maintain participation.
- Attend and participate fully in all SNL program meetings, training, and planning sessions.
- Manage and participate in work group meetings involving internal and external program partners.



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- Administrative activities include management/reconciliation of weekly site budget, weekly inventory of program supplies, tracking of program activities, submission of nightly and weekly reports.
- Must be able to stand for long periods of time, carry a minimum of 15 lbs, and engage in labor intensive activities.
- Complete end of program survey, and other duties as assigned.

MINIMUM REQUIREMENTS

- Full- time availability from June through August, and Part-time availability through 8/22/2020.
- Demonstrated knowledge of, and relevant ability working alongside culturally diverse communities.
- Strong interest in and understanding of family and community based programs.
- Demonstrated knowledge of curriculum based community programming.
- Strong organizational, administrative, and managerial skills.
- Proficiency in the use of computers for word processing, fiscal reporting, spreadsheets, databases, email, and internet.
- Demonstrated ability to establish and maintain professional, positive working relationships both internally and externally with program partners, staff, and community members.
- Must be able to stand for long periods of time, carry a minimum of 15 lbs, and engage in labor intensive activities.
- **Driving is required** for this position, and a valid California driver's license, along with proof of automobile insurance is required.

EDUCATION AND EXPERIENCE

Bachelor's Degree in a related field, **OR** minimum of (1) years of experience in family, youth, or community based program implementation, **OR** a minimum of (2) years of professional experience working with families, youth, community organizing, or program development, prior experience in a supervisory capacity preferred.

BACKGROUND CHECK

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

APPLICATION SUBMISSION PROCESS

Deadline to submit applications: 3/7/2020 at 5:00 pm

Please complete and submit the SNL Employment Application online:

<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.