

## **Youth Ambassadors - Site Manager** **Part Time - Job Description**

Youth Ambassadors, Inc. (YA) is seeking a part-time Site Manager to supervise, support, and oversee implementation of age appropriate social emotional learning programming that empowers teens (ages 14-18) to unlock their potential as impactful citizens and future leaders of Greater Kansas City.

Our youth receive specialized training in Health & Wellness, Youth Entrepreneurship, Community Development, Life & Job Skills, and Creative Expression. Ambassadors who master the social emotional learning curriculum are promoted to participate in paid work on community impact projects and internships.

### **Responsibilities & Duties for Site Managers Include:**

- Providing oversight and guidance to Program Staff and Ambassadors in a supportive, active learning environment.
- Promptly & regularly documenting attendance and hours worked for both Ambassadors and program staff.
- Overseeing behavior of Ambassadors in work groups by establishing expectations and applying organizational rules and procedures.
- Assisting instructors with planning, preparing, and delivering lesson plans and instructional materials for Social Emotional Learning (SEL) activities.
- Supervising staff in developing schemes of work, lesson plans, learning materials, and resources utilizing relevant technology to support instruction.
- Providing appropriate feedback to staff and Ambassadors on their work performance.
- Maintaining authority in accordance with organizational rules and disciplinary procedures.
- Monitoring and evaluating teen work groups and individual program staff members as they progress and develop.
- Communicating necessary information regularly to Ambassadors, colleagues, and supervisors regarding youth progress, development, and needs.
- Communicating necessary information regarding materials, supplies, and/or other needs.
- Overseeing a variety of real life learning activities and resources in educational activities.
- Demonstrating skill in working with teens from diverse cultural, economic, and ability backgrounds
- Encouraging family and community involvement, obtaining information for support when requested, promptly returning phone calls & emails
- Participating in appropriate professional activities and organizational functions

### **Qualifications**

- Bachelor's Degree required; Bilingual in Spanish/English a plus.
- Knowledge of the needs and strengths of youth ages 14-18 and families living in under-resourced and under-invested communities.
- A minimum of one to three years of experience supervising employees in a professional setting.
- Commitment to social emotional learning and education.



- Integrity, positive attitude, mission-driven, and self-directed leadership style.
- Performance of all other related work delegated or required to accomplish program objectives.
- Proven ability to work cooperatively and communicate diplomatically/effectively with youth, staff, and volunteers.
- Occasional physical labor is required to set up and carry out programming activities.

### **You're a good fit if...**

- You have a strong interest in and passion for empowering urban teenage youth.
- You prioritize working in an equitable and inclusive organizational culture.
- You are the kind of leader who brings teams together, fosters a healthy work environment and motivates colleagues to go the extra mile.
- You would thrive in an environment where you are expected to think outside the box.
- You are self-motivated and can work well both independently and in a small team environment.

### **Required application documents**

- Resume
- Cover Letter - Applicant cover letters should not exceed two pages in total length, and must include a brief discussion of the following three topic areas:
  - Why are you interested in this position?
  - How do your skills align with the job description?
  - What does diversity, equity and inclusion mean to you?

**Prospective candidates can apply for this position by emailing their cover letter and resume to the Executive Director, Dr. Monique Johnston at [monique@youthambassadorskc.org](mailto:monique@youthambassadorskc.org) ATTN: Site Manager Position**

### **COVID-19 Precautions:**

- Virtual interview process
- Personal protective equipment provided
- Sanitizing, disinfecting, or cleaning procedures in place

**Type:** Managerial / Part-Time

**Hours:** Monday - Thursday 8:30a-1:30pm

**Pay Range:** \$30/hour

**Location:** Greater Kansas City Area (Midtown KCMO, Jackson County, Wyandotte County)

We are committed to building an inclusive organization that represents the people and communities we serve. We encourage members of traditionally underrepresented communities to apply, including women, people of color, veterans, LGBTQIA+ people and people with differing abilities.

**Youth Ambassadors is an Equal Opportunity Employer and seeks diversity in candidates for employment.  
EEO Employer W/M/Vet/Disabled/Sexual Orientation/Gender Identity**