

## JOB DESCRIPTION

# Summer Program Coordinator

Impact LA Summer Youth Program 2026 · Seasonal / Full-Time

## POSITION OVERVIEW

<b>Position</b>	Summer Program Coordinator
<b>Program</b>	Impact LA Summer Youth Program @ Barack Obama Charter School
<b>Classification</b>	Seasonal – Full-Time
<b>Pay Rate</b>	\$27.00 per hour
<b>Hours</b>	Up to 40 hours per week, based on program schedule
<b>Schedule</b>	Monday – Friday
<b>Work Hours</b>	8:45 AM – 5:15 PM, includes 30 minute unpaid lunch
<b>Program Hours</b>	12:00 PM – 5:00 PM
<b>Program Dates</b>	June 17 – July 24, 2026
<b>Training Week</b>	June 8 – 12, 15-16, 2026 (Paid) July 27th, 2026 (paid-Closeout)
<b>No program/non paid days</b>	June 19 and July 3, 2026
<b>Location</b>	13305 San Pedro St, Los Angeles, CA 90061
<b>Reports To</b>	Program Director, Impact LA

## ABOUT IMPACT LA

Impact LA is a nonprofit organization dedicated to delivering 1,000,000 free meals to youth in Los Angeles during critical out of school time. Our Summer Youth Program serves approximately 130 students in grades TK–5 at Barack Obama Charter School, providing physical activity, STEM, creative arts, financial literacy, and social emotional learning – completely free to families.

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## **ROLE SUMMARY**

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The Summer Program Coordinator is the on-the-ground leader of the Impact LA Summer Youth Program. You will be responsible for the day-to-day operations of the program site, direct supervision of Program Staff, coordination with the school site partner, and ensuring a safe, structured, and enriching experience for all students. The Summer Program Coordinator works closely with the Program Director to execute the program plan and uphold Impact LA standards.

## **KEY RESPONSIBILITIES**

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### **Program Operations**

- Oversee daily program operations from staff arrival through site close
- Ensure daily schedule is followed and all transitions run smoothly
- Monitor student-to-staff ratios at all times (approx. 1:20 general supervision)
- Manage and submit daily attendance records and program data
- Coordinate USDA meal service logistics with the school cafeteria
- Serve as the first point of contact for any on site issues or student incidents

### **Staff Supervision**

- Directly supervise all Program Staff and volunteers on site
- Conduct daily staff checkins and weekly team debrief meetings
- Provide coaching, feedback, and real time support to staff during program hours
- Document and escalate performance concerns to the Program Director
- Ensure all staff adhere to Impact LA policies and code of conduct

### **School & Family Relations**

- Act as the primary onsite liaison with Barack Obama Charter School administration
- Coordinate facility access, shared space scheduling, and custodial needs
- Communicate professionally with families regarding student needs or incidents
- Promote and support the Family Showcase event (July 23)

### **Risk Management & Safety**

- Implement and enforce all child safety and mandated reporter protocols
- Manage incident reporting and communicate with Program Director as needed
- Ensure all staff maintain current LiveScan and TB clearance before Day 1
- Enforce emergency procedures and site security protocols at all times

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### **Pre-Employment Requirements — Required Before First Day**

- ✓ LiveScan Fingerprinting (DOJ/FBI background check) — clearance must be on file

✓ TB Test clearance — dated within 12 months of start date  
Both must be completed and results submitted before your official hire date is confirmed.

## QUALIFICATIONS

### Required

- Minimum 2 years of experience in youth program management, education, or a related field
- Demonstrated leadership and supervisory experience managing a team
- Strong organizational and communication skills
- Experience working with elementary-age children (TK–5)
- Ability to manage multiple priorities in a fast paced program environment
- CPR/First Aid certification (or willingness to obtain before program start)
- Current LiveScan clearance and TB test required prior to employment

### Preferred

- Experience in nonprofit, community based, or expanded learning programs
- Bilingual English/Spanish
- Experience with USDA meal program operations or data reporting

## COMPENSATION & BENEFITS

- \$27.00 per hour — up to 40 hours per week
- Paid bi-weekly via Gusto direct deposit
- Paid training week (June 8–12, 15–16)
- 2 complimentary Impact LA uniform shirts (additional shirts \$20 each)

## HOW TO APPLY

Submit your resume and a brief statement of interest to:

**[connect@impactla.org](mailto:connect@impactla.org)**

Subject line: Summer Program Coordinator — Summer 2026

Qualified candidates will be contacted for an interview. Position open until filled.

*Impact LA is an equal opportunity employer.*