



ANNOUNCEMENT OF POSITION OPENINGS AS OF 3/28/11



The YWCA is a women's membership movement whose mission is the empowerment of women and the elimination of racism. The YWCA Greater Los Angeles/ Job Corps is an “equal opportunity employer/ program” and “auxiliary aids and services are available upon request to individuals with disabilities”. We serve the needs of women, youth and children. The following positions are available:

--Los Angeles Job Corps Center Openings--

CAREER MANAGER/COUNSELOR: Responsible for educational guidance, vocational counseling, counseling for personal and social adjustment and evaluation and participation in periodic assessments of each student's performance. This position interacts with students either directly or indirectly and is expected to demonstrate positive employable skills and intervention techniques to support student success.

Requirements: Master of Arts Degree preferred, Bachelors Degree require (in the field of counseling and guidance, social work, vocational rehabilitation, sociology, psychology or related field) Must have the required 15 semester hours directly pertaining to counseling. Minimum of one year experience in counseling or related position, preferably in a setting working with youth. Maintenance of a valid CA Driver License and proof of a driving record acceptable to the Center's insurance company.

CENTER PROTECTION OFFICER (ON-CALL): This position is responsible for patrolling the center's grounds to ensure safety of staff, students, and visitors. The duties will involve control, surveillance, identification, monitoring, investigation, and reporting of all matters pertaining to center property, facilities, students, staff, and visitors. This position will ensure that guests sign in at the reception area and receive temporary badges during their visit and that all staff and students are wearing their ID badge.

Requirements: High school diploma or equivalent, Minimum of one (1) year security or relevant experience required. Excellent customer service skills, working with youth, preferred. Must be able to work a varied schedule. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

DRIVER/MESSENGER (ON-CALL): Will drive Center vehicles to transport students and staff and to make pick-ups and deliveries. Assists in the upkeep and maintenance of vehicles and perform incidental clerical work.

Requirements: High school Diploma or equivalent, Valid CA Commercial Diver License-Class B, Experience driving vehicles/buses of over 25 passengers preferred, Air Brakes endorsement. Knowledge of auto equipment and maintenance procedures. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

EVENING PROGRAM ADMINISTRATOR: This position will provide leadership in the planning, scheduling, and integration of the Evening Academic Tutoring and After-hours Recreation Programs. Some duties include acting as the lead in training and monitoring staff activities of the After School Program, directing consultants, sub-contractors, program specialists, and volunteers; creating daily lesson opportunities collaboratively with the Evening Education Manager; and analyzing, developing, and submitting various reports, budgets, projections, and plans surveys.

Requirements: Bachelor's Degree required, Master's Degree preferred in education, administration, behavioral science, or a related field. Minimum of (5) years of managerial or supervisory experience, or an equivalent combination of training and experience. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

PROGRAM ADVISOR (Full and On-Call): Will work in the Residential Living Department, fostering a dorm atmosphere conducive to personality and character development through the encouragement of favorable behavior patterns. Monitors students that live on a residential floor, to ensure that student's are in compliance with the rules and regulations of the Center. Facilitates prompt and appropriate assistance in the event of injury, illness, traumatic experience and emotionalism. Will be responsible for the documentation of student activity and incidences within the department. ***Part-time position works 16 hours per week.***

Requirements: AA Degree in a behavioral science, recreation, education or related field and a minimum of one (1) year experience working with the youth. Experience working in a residential facility, preferred. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

RECREATION SPECIALIST (F/T AND P/T): To plan and administer a structured program of recreational activities such as cultural events, arts and crafts, for student's leisure hours.

Requirements: Bachelors Degree with major preparation in recreation, physical education or a Behavioral Science or equivalent experience. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

SHIFT COMMANDER I/II: Supervise the staff and activities of the Center Protection Unit. Analyzes, develops curriculum and submits accurate and timely reports. Sets, conducts and attends meetings. Regularly assesses the CPO's productivity, corrects problems and develops/implements strategies for improvement.

Requirements: AA degree in a related field of security, law enforcement or business. Military experience equivalent to academic achievement. Knowledge and experience in contract administration, budget planning and analysis, federal procurement practices and facilities management. Proven management skills and quality performance record. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

SUPPORT COORDINATOR: This position provides advance secretarial support which may include the development, implementation and monitoring of programs components, preparing letters, memorandums, plans, charts/ graphs, etc and may act for the administrator in their absence.

Requirements: Minimum of five 5 years of progressively responsible experience and demonstrated knowledge and ability in handling a range of administrative support duties. Strong proficiency with Microsoft Word, Excel, PowerPoint programs. Strong verbal communication skills, as well as strong interpersonal skills. Must be able to type a minimum of 50 wpm and possess proper grammatical skills.

TEACHER (On-Call/Substitute): Teaches Basic Math, Reading and Language skills in accordance with approved curriculum, develops curriculum education and training aids.

Requirements: BA/BS degree in education or related field with emphasis on skills and disciplines to be taught. Valid California Teaching Credential is required (valid out of state credential acceptable). Minimum of one (1) year teaching experience or equivalent. Proficiency and/or certification in Microsoft Office programs (Word, Excel, PowerPoint) 2007, preferred. **Maintenance of a valid CA Driver's License and proof of a driving record acceptable to the Center and its insurance carrier.**

--YWCA Openings--

CHILD DEVELOPMENT CENTER DIRECTOR: Is responsible for quality operation's of the Child Care facility and maintaining full compliance with the California State Department of Social Services community Care Licensing Division and all applicable health and safety regulations. This includes compliance at the child care facility with all terms and conditions of the funding source, whether public or private, Incumbent is responsible for the development and implementation of curriculum activities that are compatible with the Mission of the YWCA of Greater LA and a plan for parent/community involvement. Maintain all required records on children and staff. Scheduling and supervises personnel in the program. Ensures on-site financial management and record keeping is accurate. Meet regularly with the Child Development Services Director to evaluate needs of the program. Requirements: BA degree w/ 24 units ECE/CD. Must possess a Program Director Permit.

TEACHER ASSISTANT: This position's responsibilities are to assist teachers in implementing high quality state funded Child Development programs. Assist with program curriculum planning and implementation of age appropriate activities that enrich academic skills. Provide careful and effective supervision of children's activities as assigned by the program Center Director and Head Teacher. Interact positively with all parents and refer question and concerns to the program Center Director and Head Teacher as appropriate. **Requirements:** 6 to 12 units in Child Development and Associates Teacher Permit. **Locations:** **Compton, Angeles Mesa, North Valley**

SUBSTITUTE TEACHER ASSISTANT: Must have completed 6 to 12 units in Child Development. Hours vary from 7:00 am to 6:00 pm Grade 22B - min \$12.00/hour. Angeles Mesa, Compton, San Fernando and East L.A.

All positions at sites with children require finger print clearance. Current employees of the YWCA are to complete the Internal Job Posting as found in the S.O.P. Current employees of Job Corps are to complete a Staff Transfer Request External Application and/or resumes may be received at anytime. For further job opportunities with the YWCA/ LA Job Corps Center, please check our web site at www.ywcagla.org

SUBMIT APPLICATIONS & RESUMES TO:

YWCA Greater Los Angeles
Attn: Human Resources
3345 Wilshire Blvd. Suite 300
Los Angeles, CA 90010
PH: 213-365-2991 / FAX: 213-251-1350

YWCA/LA Job Corps Center
Attn: Personnel
1031 S. Hill St.
Los Angeles, CA 90015
PH: 213-741-5366 / FAX: 213-743-5125

Employment applications may be obtained and returned to the above locations between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

EEO/AAP/M/F/H/V