



KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Opportunity: K-12 Site Supervisor

- Job Title:** Kinder-12th Site Supervisor (DDC)
Department: Programs - Kinder-12th Grade
Reports To: Kinder – 12th Grade Program Director
Classification: Non-Exempt / Full-Time
Annual Salary: \$27 - \$30 / hour
Benefits: Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory>.

POSITION SUMMARY

The Site Supervisor is responsible for overseeing and implementing all K-12 after-school and summer programs at the KidWorks Dan Donahue Center (DDC), our primary community center. The Site Supervisor ensures the integration of student and family voices, delivering excellent implementation of programs, daily compliance, evaluation, and ongoing improvement. This position ensures innovative cross-departmental collaboration to deliver programs excellently and align with organizational goals. The Site Supervisor works to establish and maintain a meaningful partnership with parents, local schools, neighbors, and partners while representing KidWorks in the community in general. A key focus is fostering strong student engagement through innovative programming and effective partnerships with community stakeholders. This position ensures the organization meets student engagement and attendance goals, provides occasional crisis case management for students in need, and is responsible for staff coaching, professional development, performance evaluation, and volunteer support. Currently, the Site Supervisor oversees a staff of 6 who serve approximately 305 students weekly.

ROLES AND RESPONSIBILITIES

Direct Programs:

- Provide leadership, implementation, and evaluation of KidWorks after-school and summer programming for grades Kinder -12th grade at Dan Donahue Center (DDC).
- Ensure youth experience is in a positive, safe, and supportive environment, as supported by staff, volunteers, and peers.
- Ensure all classrooms are equipped and resourced to meet daily, quarterly, and annual goals



- Provide coaching, support, and accountability to DDC staff, to ensure KidWorks values and best practices are consistently demonstrated.
- Partner with KidWorks staff to innovate and/or update programmatic aspects to create meaningful spaces for student engagement.
- Create a sense of community by exemplifying and communicating KidWorks vision, mission, and values.
- Maintain relationships with families and community members.
- Lead team meetings and conduct one-on-one meetings with direct reports.
- Transport students in company van for KidWorks related youth events and programming, as needed.

Leadership & Supervision:

- Network and collaborate with local schools, churches, and other organizations to support KidWorks programming.
- Incorporating student voice and/or family voice into student learning and programming; to further enhance opportunity and student success.
- Accountable for Kids Café (healthy snack program) compliance, site regulations, and weekly paperwork.
- Direct key special events, field trips, and camps.
- Lead, develop, and motivate staff to work toward KidWorks mission and accomplish desired outcomes.
- Support and report progress on measurable program evaluation goals, indicators, and activities, as appropriate.
- Perform other related duties as assigned.

Evaluation:

- Responsible for meeting annual student attendance goal.
- Responsible for up-to-date knowledge of all aspects of DDC Afterschool Programming.
- Ensure evaluation and assessment plan is completed according to timelines, including report cards and other diagnostic testing results.
- Oversee and report progress on measurable program evaluation goals, indicators, and activities, as appropriate.

CANDIDATE PROFILE

The requirements below represent the knowledge, skills, and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience

- Bachelor's degree (B.S./B.A.) from four-year college or university preferred; or equivalent experience.
- Minimum two-years of experience in an equivalent or related position working with children and youth.
- Minimum of two-years supervising multiple team members.
- Proven track record of progressively increasing responsibilities in previous roles.



Skills/Requirements

- Bilingual English/Spanish
- Passion for KidWorks mission and ability to articulate this passion to others
- Ability to relate to young people by earning their respect and trust
- Availability to work between 11:00 am – 7:00 pm
- Leadership mentality with strong problem-solving and decision-making abilities
- Excellent writing and communication skills
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Strong planning, organization, time management, and multi-tasking skills
- Detail-oriented with the ability to work under pressure and prioritize competing demands and meet deadlines
- Exhibit resourcefulness in meeting the goals of the position
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid CA driver's license. State-required automobile insurance coverage
- Valid drivers' license and willing to drive students in a company van on occasion, as necessary
- Covid-19 completed vaccination series strongly encouraged

APPLICATION PROCESS

To apply for this position, send an email to HR@kidworksoc.org and include both a cover letter and resume. Please write "**Site Supervisor**" in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls, please. Only principal, qualified candidates will receive a response. KidWorks is an equal-opportunity employer.