



華埠服務中心
Chinatown Service Center

Youth Center Supervisor

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Youth Center Supervisor

Open Date: August, 2018

Closing Date: Until filled

Job Summary:

Assist the Youth Center Program Director to coordinate and maintain a quality after school programs; assist and support volunteers; oversee and maintain required program/project documentation.

Job Responsibilities:

- Oversee and supervise high school programs.
- Youth leadership development – leadership skills training; develop plan of action with goals and strategies to accomplish projects and campaigns with the youth.
- Work readiness program and workshops and collaborate with youth employment agencies to place youth in possible paid internship opportunities for the youth.
- College preparation - college application and financial aids.
- Assist Program Director in developing programs for the Youth Center.
- Perform other duties as assigned.
- Additional tasks and responsibilities as needed.

Qualifications:

- Bachelor degree in human services and social welfare which includes but not limited to sociology, child development, education, or psychology.
- Minimum of one year experience in youth services which includes but not limited to training and supervision of youth.
- Excellent interpersonal, communication and organizational skills.
- Fluent in conversational and written English.
- Conversational Chinese (Cantonese dialect preferred); ability to read and write Chinese is a plus.
- Available some evenings and weekends as needed.
- A valid driver's license and car insurance.

Please send your resume to:

cschr@cscla.org

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**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**