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## ABOUT JUMPSTART

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Jumpstart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income neighborhoods. Through a research based curriculum, Jumpstart children develop the language and literacy skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. Join us to work toward the day every child in America enters kindergarten prepared to succeed! Learn more at [www.jstart.org](http://www.jstart.org).

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## POSITION OVERVIEW

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Jumpstart's Community Corps is a unique initiative that engages older adult community members in Jumpstart service. The primary responsibility of the Jumpstart Senior Site Manager is to oversee the day-to-day operations of the Jumpstart program in order to insure that Jumpstart Quality Standards and guidelines are achieved and that the program is meeting grant requirements. Using a work plan and program calendar provided by Jumpstart, a Senior Site Manager will recruit, train and manage community volunteers - adults age 55+ serving as volunteers 15-40 hours per week as part of the Senior Corps Foster Grandparent Program. Volunteers work with children from low income neighborhoods in preschool classrooms during the academic year. The Senior Site Manager directly drives Jumpstart's school success outcomes, in conjunction with key community partners, Jumpstart staff, and the Senior Corps program officer to manage and implement the Jumpstart Foster Grandparent program.

Within Jumpstart, a Senior Site Manager is provided opportunities for professional development and growth, including but not limited to: new staff training, weekly check-ins, retreats, and coaching visits. The Senior Site Manager manages two Site Managers and reports to a Jumpstart Program Director.

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## SPECIFIC RESPONSIBILITIES

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### **1. Staff Management:**

- Supervise two Site Managers through regular check-ins, team meetings, and ongoing communication
- Conduct Annual Performance Reviews
- Support staff member's ongoing professional development
- Adhere to national field coaching expectations

*Oversee the following areas, with the support of two Site Managers:*

### **2. Early Childhood Education and Training:**

- Facilitate Jumpstart training series for Corps members; adapt or develop training content for Corps members based on Corps member needs and feedback
- Observe Jumpstart sessions to monitor the quality of interactions between Corps members and children and the implementation of planned curriculum
- Provide coaching and feedback to Corps members based on observations
- Observe and support volunteer team planning meetings to monitor the quality of team collaboration, meeting facilitation and the design of curriculum to be used in Jumpstart Sessions
- Ensure the site is meeting the requirements of the Jumpstart Quality Standards
- Work closely with teachers and preschool center directors, negotiating aspects of program implementation

### **3. Program Management**

- Plan and manage recruitment process; interview and select all Corps members for site
- Support Corps members in the completion of expected hours requirements
- Provide Corps members with systematic supervision and support, consistent and responsive management, and clear ongoing communication
- Work with national staff to ensure grant and programmatic compliance
- Manage Corps member files to Jumpstart and grant specifications
- Prepare and submit reports on site fiscal and programmatic performance to national office
- Oversee the site budget and spending following Jumpstart and grant guidelines
- Provide additional support and representation at Corporation sponsored events or stakeholder events/meetings

### **4. Community Partnerships**

- Identify, build, and manage high quality Preschool Program Partner relationships
- Cultivate and manage community partnerships including relationships with local libraries, churches, community centers, and public housing developments
- Contribute to the development of the Jumpstart brand by engaging in local media and public relations activities
- Strengthen and oversee the Jumpstart Foster Grandparent Program Community Advisory Council to support the needs of the program
- Work with local Jumpstart office to support city/county/community-wide based efforts (volunteer events, training institutes, cross-site collaborations, etc.)
- Build and manage high quality community partner/stakeholder relationships

### **5. Jumpstart National Network Responsibilities**

- Participate in regular one-on-one meetings with Jumpstart Program Director
- Participate in periodic conference calls
- Attend New Staff Orientation during first year, ongoing staff training annually, and occasional retreats
- Support the stewardship of national and local stakeholders by hosting site visits and engaging Corps members in events

### **6. Community Corps Specific Responsibilities**

- Participate as member of national Community Corps program team to support program quality, consistency, and expansion to new markets
- Maintain and foster the relationship with Senior Corps staff, the Southern California Directors Associations, National Senior Corps Associations, and other associations or partners focused on engaging older adults
- Participate in program evaluation efforts

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## **QUALIFICATIONS**

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- Bachelor's degree required, in Gerontology or Early Childhood Education preferred
- Background or experience working with older adults required
- 2-3 years of work experience preferred
- Background or experience in an early childhood setting preferred
- Prior experience in managing other staff; ability to provide verbal and written feedback and
- Experience with volunteer management and conflict resolution preferred
- Ability to work with diverse groups of people required
- Prior experience developing partnerships with other organizations/entities preferred
- Strong organizational, management and leadership abilities
- Ability to prioritize and multi-task in order to meet key tasks as scheduled

- Demonstrated ability to use intermediate and some advanced functions of Windows operating systems, Microsoft Office Suite (Word, Excel, Power Point, Outlook) the internet and web-based forms
- Ability to comprehend and manage basic fiscal matters such as budgets
- Ability to build and maintain strong relationships with preschool staff, partner agencies, and the general community
- Commitment to Jumpstart’s mission and values of learning, determination, connection, joy, and kindness
- Commitment to serving the community
- Ability to move and lift heavy items of up to 50 lbs.

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#### ADDITIONAL

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- Requires significant evening/weekend work at specific times during the program year
- Significant local travel required; candidates with personal vehicle preferred
- Ability to speak Spanish or Tagalog a plus

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#### LOCATION

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Main office in Los Angeles, CA (Pico-Union neighborhood) with travel to volunteer sites in greater Los Angeles County

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#### START DATE

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Interviewing immediately; ideal start date on or before July 5, 2017

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#### SALARY

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Salary commensurate with experience; along with competitive benefits and great work environment

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#### TO APPLY

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Email your resume and a thoughtful cover letter to [socaljobs@jstart.org](mailto:socaljobs@jstart.org). Include the job title, “Los Angeles Community Corps Senior Site Manager” in the subject line of your email. Your cover letter should reflect your desire to work in a non-profit setting and how your experiences relate to the position with Los Angeles Community Corps. **Online applications and resumes will not be accepted at this time. Please directly email the address above.**

We look forward to reviewing your materials. However, due to the high volume of interest in this role, only qualified applicants will be contacted.

*Jumpstart is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities. Please visit our website at [www.jstart.org](http://www.jstart.org).*

*Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.*