



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

POSITION: Kinship Youth Program Supervisor

PROGRAM DESCRIPTION:

The Kinship Youth Program (KYP) is one part of the Kinship Support Services Program (KSSP), along with the case management component. KSSP provides supportive services to caregivers who are raising kinship children who are not biologically their own. Services include case management, information and referral, educational advocacy, support groups and year-round youth programming. Under the direction of the Kinship Program Director, the KYP Supervisor implements the youth programs.

JOB DUTIES:

- Oversee the day-to-day operations of the Kinship Youth Program, including virtual programming, and/or in-person Homework Club, College Pathways, Open Activity Days, and the Kinship Summer Youth Program
- Plan and implement after-school and occasional weekend activities
- Organize and facilitate group activities including cultural events and community service projects
- Develop new program opportunities with the Kinship Program Team based on caregiver and youth needs
- Plan summer program activities, including coordinating field trips, buses and the summer lunch program
- Hire, train, supervise and evaluate Kinship Youth Program staff
- Recruit, train and supervise volunteers, including undergraduate interns
- Keep the Kinship Program Director abreast of program activities, potential and current problems, program needs and changes, staffing concerns and other information, as appropriate
- Collaborate with KSSP social workers on youth referrals for KYP; follow up and reach out to families
- Maintain ongoing communication with KSSP Social Workers regarding participants in KYP
- Ensure timely, accurate and thorough case record keeping and program statistics; maintain all KYP documentation, per the direction of the Kinship Program Director
- Provide information and assist with funding proposals and reports, as needed, at the request of the Director of Program Operations
- Under the direction of the Kinship Program Director, develop and implement Youth Program policies and procedures, including staff and volunteer expectations
- In coordination with the Kinship Program Director, develop and maintain contact with key community youth resources, including schools and other youth-serving agencies
- Determine and purchase program supplies as needed, with approval
- Maintain a respectful, non-judgmental manner towards families, including demonstrating respect for cultural differences
- Fulfill other duties as assigned

MINIMUM QUALIFICATIONS:

- BA or equivalent degree required
- Experience working with inner-city youth and families
- At least two years' supervisory experience
- Strong organizational and interpersonal skills
- Excellent verbal and written communication skills
- Respect for and ability to work with people from diverse backgrounds
- Working knowledge of Microsoft computer applications
- Requires valid CA driver's license, a clear DMV record, current automobile registration and an insured automobile in good working condition

- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

HOURS OF WORK: This is a full time position 37.5 hour a week.

Due to COVID-19, staff is working approximately two – four days in the office. There is no in-person programming.

Once in-person programming is deemed safe, typical hours are Mondays and Fridays, 9am – 5pm, Tuesdays,

Wednesdays; Thursdays, 11am – 7pm, plus occasional evenings and weekends.

STARTING SALARY RANGE: \$58,000 - \$62,400 annual. Full time at 37.5 hours a week. Bilingual salary differential available. Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

PLEASE SEND COVER LETTER AND RÉSUMÉ TO: Donna Moore, KSSP Director at hiringmanager@fssba.org ** ** **Include in the subject line: KYP Supervisor Position.**

Family Support Services

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www.fssba.org

** Please attach all documents in PDF format. All other file types/formats will not be considered. Only candidates who meet our selection criteria will be contacted for the next step in our hiring process.

Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.