**Company/Organization:**

Tenderloin Neighborhood Development Corporation

**Location:**

San Francisco

**Position Title:**

Program Supervisor – Activities

**ORGANIZATION OVERVIEW**   
Mission: Tenderloin Neighborhood Development Corporation (TNDC) provides affordable housing and services for low-income people in the Tenderloin and throughout San Francisco, to promote equitable access to opportunity and resources.   
Established in 1981, TNDC has grown to employ more than 400 staff, to develop, own, manage and provide supportive services in 41 properties that offer deeply affordable housing for over 4,700 tenants, and to expand its work in community organizing and afterschool programming. TNDC is viewed as a trusted and well-organized community ally locally and a practice leader nationally. In San Francisco, TNDC envisions diverse communities where people with low incomes can fulfill their potential and meet their basic needs. In the Tenderloin, TNDC stands as a catalyst for advancing community interests and a force for expanding the choices that enhance livability, such as housing, employment, education, food, cultural activities, and open spaces.   
TNDC values are Integrity, Excellence, Inclusion, Collaboration and Equity.   
  
**SUMMARY**  
Under the general direction of Senior Program Supervisor – Academics, the Program Supervisor – Activities will serve as a key contributor for developing exciting, high quality, enriching and engaging recreational activities, on and off-site, for youth between the ages of 7 and 18. A key component of this work is as the supervisory staff for our part-time and entry-level high school and/or college-aged Youth Workers. Strong supervisor skills are required including coaching and guiding Youth Workers. Youth Workers are typically current or former TASP participants and their employment deepens both our connection to the community and their opportunities to grow and develop their work skills.   
 **ESSENTIAL DUTIES**   
Programming:   
· Develop and implement daily and special programming in collaboration with other Senior Program Supervisor-Academics implementing complementary learning activities and project based learning.   
· Manage 3 youth lead community events.   
· Plan and supervise educational and recreational field trips year-round, including the annual weeklong College Tour.   
Youth Worker Supervisor:   
· Supervise entry-level, part-time staff and seasonal staff member through weekly group and individual support and supervision meetings and observations.   
Organizational Support:   
Co-facilitate weekly coordination meetings with Senior Program Supervisor-Academics.   
Submit written and oral reports to supervisor as assigned.   
Ensure accurate and timely timecard submission of the youth workers on semi-monthly basis.   
Submit program expense, check requests, to supervisor in timely manner as outlined by Accounting.   
Occasional support of other TASP team leaders by responding to emergency coverage on off days.   
Other duties as assigned by supervisor.

**REQUIRED SKILLS**   
Excellent time management, organization, planning and project management, and multi-tasking skills. Excellent attention to detail.   
Ability to bring strong, sustained energy and creativity to working with children and youth.   
Ability to work with youth from diverse cultural backgrounds, ages 7-18.   
Strong tutoring skills for elementary, middle and high school age participants.   
Demonstrated ability to thrive in high-energy, fast-paced environment.   
Strong problem-solving skills, flexibility, and initiative.   
Demonstrated ability facilitating small and large group activities.   
Ability to develop and maintain positive working relationships with diverse groups of people, individuals, and agencies.   
Demonstrated commitment to culturally diverse programs for youth.   
Excellent team building skills.   
  
**MINIMUM QUALIFICATIONS**   
Clear understanding of the urgency, value, and intensity of working with youth in a community setting. Passion, self-motivation, and commitment are essential.   
B.A. in Education, Social Work, Counseling, Recreation, or related field.   
Demonstrated minimum 3 years of experience working with low-income, urban youth in Out of School Time environments.   
Demonstrated experience implementing Project Based Learning.   
Demonstrated minimum 1 year of supervisory experience; coaching, guiding and monitoring the work of others.   
Demonstrated initiative, creativity and resourcefulness in youth programming.   
Strong knowledge of Mac and PC systems and knowledge of cutting edge and computer-based enrichment programming.   
Proficient with project management tools and administration.   
Immediate knowledge of MS Office Suite.   
  
**PREFERRED QUALIFICATIONS**   
Familiarity with diverse learning styles and instruction styles.   
Ability to integrate innovative technology into programming for youth.   
Familiarity with youth and family resources.   
Bilingual in Arabic-English and/or Spanish/English. 

Minimum Qualifications:

See above.

**Link To Apply:**

<https://tndc.csod.com/ats/careersite/JobDetails.aspx?id=1078&site=1>

**Full/Part Time:**

Full-Time

**Closing Date:**

October 1, 2019