

SELF ENHANCEMENT, INC.

3920 N. Kerby Ave. Portland OR 97227
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JOB DESCRIPTION

HIGH SCHOOL YOUTH SERVICES SUPERVISOR

The High School Youth Services Supervisor directly supervises high school- level youth services staff and programs related to in-school and after school programming This is a full time position that reports to the Director of Youth Services.

PRIMARY RESPONSIBILITIES

- Supervise SEI's school-based, HS programming.
- Supervise HS In School Coordinators.
- Establish and maintain positive working relationships with assigned school staff and administration.
- Attend regularly scheduled school administration meetings.
- Plan, schedule and coordinate elementary level activities and, when necessary, transportation needs.
- Assist in developing HS school after school programming.
- Facilitate weekly staff meetings to discuss current issues and concerns regarding students and to ensure established goals and deadlines are met, required paperwork is completed and the established curriculum is being followed.
- Perform regular evaluations and ISP's on assigned staff.
- Assist with appropriate staff training and development.
- Conduct site visits at each assigned school for the purpose of monitoring staff and communicating with site liaison.
- Monitor and evaluate paperwork completed by coordinators to include file review and constructive feedback.
- Assist in hiring HS school youth services staff.
- Responsible for communicating all aspects of assigned programming duties to the Director of Youth Services.
- Accept other appropriate duties and responsibilities as assigned to ensure programming success.

QUALIFICATIONS

- Bachelors degree in education, social science, recreation or related field is desired. Extensive work experience directly related to position goals may be substituted for degree.
- Supervisory experience required.
- Ability to develop strong bonds with stakeholders utilizing SEI's Relationship Model.
- Ability to motivate and coach staff toward success and to enhance team productivity.
- Experience in program and curriculum implementation.
- Must have excellent verbal, writing and presentation skills.
- Ability to provide clear and appropriate reports and documentation as required.
- Must have basic computer skills to include MS Office Suite.
- Must establish and maintain positive working relationships with assigned school staff and administration.
- Attend regularly scheduled school administration meetings.
- Excellent interpersonal communication skills with proven ability to successfully problem solve and provide conflict resolution.
- Must have a valid driver's license and be insurable under SEI's auto insurance.

BENEFITS & SALARY

- \$3,398 - \$4,928 per month
- 100% paid medical, dental, vision for employee, ½ premium amount paid for dependents.
- 401(k) Retirement Savings Plan (3% company match.)
- 125 Cafeteria Plan.
- 4 weeks accrued vacation per year, generous sick leave.
- Paid life and disability insurance.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.