Team Lead, Boys and Young Men of Color

Department/Program: Boys and Young Men of Color

Reports To: Boys and Young Men of Color Director

Revised: June 2020

FLSA Status: Nonexempt

Job Summary:
The BYMOC Team Lead shall provide oversight to the Brotherhood Crusade Youth Development Program. This would entail execution of the BLOOM Scope of Work, the PAT (Preparing Achievers for Tomorrow) scope of work and the Trauma-Informed Youth Development initiative as instructed and directed by the President with respect to administration and implementation of all youth development and gang & delinquency prevention programming program development. This includes monitoring and evaluation of the programming, recruitment, administration of pre- and post-assessments, publicity, and data collection. The BYMOC Team Lead also serves as a Caring Adult Mentor Instructor for our Probation-LAUSD Community Day School Programs. As such, they also work closely with the probation officers and school counselors to facilitate youth engagement and serve as liaisons between key stakeholders (e.g. probation officers, school counselors, school administration and the youth) and monitor key relationships and indicators related to youth’s progress with respect to program goals, objectives, and desired outcomes. In addition the Team Lead will monitor youth interactions with their parents/guardians, coordinate parent meetings, maintain communication with the youth’s parents, advocate on behalf of the youth and provide support to the assigned youth.

Supervisory Responsibilities:
- This position has no supervisory responsibilities

Duties/Responsibilities:
- Work with and provide support to assigned youth utilizing Brotherhood Crusade’s Three-Prong strategic theory of change
- Review curricula and ensure staff training on curricula
- Provide oversite and support to Youth Advocates with implementation of curricula
- Attend meetings, workshops, trainings and events
- Administer initial enrollment, prepare youth development plan, receive applications.
- Meet key stakeholders, create and distribute publicity materials, deliver presentations, follow-up with stakeholders and manage referrals
- Administer and submit pre-, mid, and post-assessments, assimilate, review, correct data and, as appropriate; present data results to key stakeholders
- Advocate for the youth and ensure their receipt of culturally- and age-appropriate trauma-informed youth development services for themselves and their families. The Boys and Men of Color Program manager works with the youth and their family to access necessary services and resources from Brotherhood Crusade and its collaborative partners (service providers)
- Prepare and collect daily session summary sheets, weekly summary sheets, and monthly summary sheets. Maintain and update, as necessary, youth development plan. Prepare and facilitate program schedules. Report all activity in a timely manner

Resumes to: William Robinson, Director Human Resources   Email: wrobinson@brotherhoodcrusade.org
• Conduct classroom visits during regular school day and assist youth in realizing the goals, objectives and outcomes delineated in their individual youth development plan
• Conduct periodic home visits. Reflect upon and celebrate successes. Determine areas where more growth is necessary and develop a plan to effectuate improvement. Build next steps. Hold each other (parent/guardian, youth, Brotherhood Crusade) accountable for plan deliverables
• Retrieve incident reports, academic results, progress reports and surveys from the youth’s school, parents, and social affiliations
• Input observations, exercise results, notes, and other pertinent data into tracking system
• Report issues, incidents, or problems to the youth’s parents/caregivers and administration
• Interact with the youth’s school, parents/caregivers, and role models
• As needed, make referrals to and receive referrals from collaborative partners
• Prepare sign-in sheets for youth and collaborative partners
• Work closely with collaborative partners in implementing the program
• Observe sessions between youth and collaborative partners
• Ensure the safety of the youth at all times
• Understand and comply with all of Brotherhood Crusade’s childcare policies
• Perform other related work as required

**Required Skills/Abilities:**

• Self-starter, organized and detail-oriented
• Ability to work effectively as a team member
• Ability to communicate openly and effectively with all staff
• Strong problem-solving ability, organizational skills and deadline-driven
• Patience with hard to learn, hard to teach individuals

**Education and Experience:**

• Passion and commitment to the betterment of all individuals, especially low income and at-risk individuals
• Minimum of one year of youth development experience working with low-income, highly urbanized young men of color in marginalized communities
• Candidates should have a minimum of two years of demonstrated clinical or non-clinical mental health experience, a working understanding of social emotional learning and adverse childhood experiences, and demonstrated engagement in trauma-informed, trauma-responsive youth development outside of and separate from their work obligations
• Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)
• Must have a valid driver license and clean driving record

**Physical Requirements:**

• Must be physically able to operate a variety of equipment including computers, projectors, scanners, copiers, facsimile machines, calculators, etc.
• Must be physically able to operate a motor vehicle
• Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
• Light Work usually requires walking or standing to a significant degree

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• **Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants

• **Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence

• **Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables

• **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English

• **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide