



## SACRAMENTO SUMMER NIGHT LIGHTS SITE SUPERVISOR JOB DESCRIPTION – Mack Road

### BACKGROUND

Sacramento Summer Night Lights (SSNL) is a program for youth and families. As a violence-reduction and community development program SSNL targets summer, one of the seasons of greatest need, and those locations historically impacted by violence. SSNL will combine activities for families and a meal for three nights out of the week during the summer. Organized sports, creative arts, parenting classes, healthy eating, peer to peer mentoring and job creation for local youth are all integral parts of the program. When the community comes together, plays together and breaks bread together, violence is reduced and the community begins to thrive.

What does the PERFECT SITE SUPERVISOR look like?

The SSNL Site Supervisor for Mack Road will provide on-campus oversight of the SSNL program located at Center Parkway and Mack Road. As a familiar face around the Mack Road / Valley Hi community, you will be ambitious and passionate about supporting the mission of making our community a better place to live, shop and thrive. You will directly supervise two Youth Squad Leaders each of whom will lead a team of Youth Squad responsible for set up, operation and break down of the nightly activities on the SSNL campus. Your work will require you to multi-task and be flexible in terms of what hours you work as SSNL could run as late as midnight three nights per week. You will be comfortable interacting with all facets of our community so conflict resolution skills are a must. You will have to manage complex situations and problem solve effectively while remaining steadfast and calm in the face of many challenges. This job reports directly to the SSNL Program Manager and is a limited term position running from late April or early May to September 2017.

### WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Supervision of the SNL Youth Squad Leads and Youth Squad (local youth ages 17-24)
- Assist in the implementation of site outreach plan, ongoing assessment of community participation and identification of additional outreach efforts as necessary.
- Take part in and support the SNL youth development curriculum.
- Collaboration with SNL program partners, including law enforcement, community based organizations, and city departments.
- Developing schedules, monitoring performance, providing direction, input and feedback, and modeling appropriate behavior and professionalism.
- Attendance and participation in all SNL program meetings and planning sessions.
- Supervision of daily set up, operation and break down of program activities and equipment.
- Developing and managing supply, equipment, and staffing needs.
- Developing nightly staff assignments and schedules.
- Tracking program activities and organization of site documents.
- Use and understanding of various social media platforms used to reach our target audience.

### EDUCATION AND EXPERIENCE:

- Demonstrated ability to establish and maintain positive working relationships with others both internally and externally.
- Ability to work in a fast paced work environment.
- Strong interest in and understanding of youth, family and community based programs.
- Ability to work cooperatively and effectively with others to set goals and resolve problems.

- Minimum of one year of experience in family, youth, or community based program.
- Bachelor's or Associates Degree (complete or in progress) desired but **not required**

**ADDITIONAL REQUIREMENTS:**

Must complete and pass a Live Scan background screening prior to being provided an official employment offer.

Proficiency in the use of computers for word processing, simple accounting, spreadsheets, databases, email, and internet.

Must be able to stand for long periods of time, carry a minimum of 30 lbs, and engage in labor intensive activities.

**APPLICATION SUBMISSION PROCESS:** To apply for the SSNL Mack Road Site Supervisor position, please submit your resume, a cover letter which clearly articulates why you are the right person for the job and a letter of recommendation from any two of the following:

- a church or faith based leader,
- a school administration
- previous employers who can speak to your leadership ability. (Relatives and peer letters not accepted)

Submit your package to [SSNLjobs@mackroadpartnership.com](mailto:SSNLjobs@mackroadpartnership.com) and title your email SSNL SITE SUPERVISOR JOB. Incomplete packages will not be considered and phone calls cannot be accepted.

**APPLICATION DEADLINE: March 29, 2017**

**APPLICATION AND FILING INFORMATION:** Due to the high volume of applications only those candidates who are deemed to be a good fit will be scheduled for an interview. We reserve the right to close or modify application deadlines, and will accept applications until the needs of the program are met.

**SALARY & BENEFITS:** Salary range is \$14-\$17 per hour. Benefits are not available.

**Sample Weekly Schedule: 40 hours**

Sunday and Monday: OFF

Tuesday and Wednesday: 9:00 a.m. – 5:00 p.m.

Thursday – Saturday: 3:30 p.m. – 11:30 p.m.

**EQUAL OPPORTUNITY EMPLOYER:** The Mack Road Partnership, ReIMAGINE Mack Road Foundation and Sacramento Summer Night Lights provides equal employment opportunities for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.