



**AL WOOTEN JR.  
YOUTH CENTER**

SINCE 1990 **CATCH THE VISION!**

9106 S. Western Ave., Los Angeles, CA 90047  
(323) 756-7203 / www.wootencenter.org

## **Executive Director Job Notice**

**START DATE: Fall 2022**

Non-profit youth center in South Los Angeles is seeking an experienced Executive Director to oversee our hybrid afterschool and summer programs for grades 3-12. Must have strong program and fund development experience and success directing operations and programming for youth and family services in underserved communities.

**SALARY:** \$65,000-\$75,000/year salary  
**BENEFITS:** Medical, dental and vision, 401k, vacation, holidays, sick leave, etc.  
**LOCATION:** Al Wooten Jr Youth Center, 9106 S. Western Ave., Los Angeles, CA 90047  
**SCHEDULE:** 40 hours/week, Mon-Fri, with some flexibility/requirements for summer, evening, or weekend activities  
**PROTOCOLS:** COVID-19 vaccination, masks and testing required  
**CONTACT:** Email resume to Naomi McSwain, executive director, nmcswain@wootencenter.org

### **RESPONSIBILITIES:**

This individual must have a strong desire to work with children and teens in an urban community. Duties and responsibilities are included but are not limited to the following:

- Be the direct liaison between the center and the board of directors
- Manage operational matters including programs, budget, purchasing, goals and objectives
- Develop, direct and evaluate center program and activities
- Meet with staff on a regular basis to set program goals and ensure goals are being met
- Administer daily operations and ensure proper supervision during operating hours
- Recruit, appoint, evaluate, and terminate staff
- Review parent complaints and determine appropriate response
- Special projects as assigned by the board of directors
- Supervision of center staff and delegation of responsibilities
- Resolve personnel issues and staff complaints and determine appropriate response
- Direct and support education director and other staff with program development and lesson planning
- Develop and manage program budgets and accounts payables and receivables
- Work with accounting staff and contractors to update financials and produce audit and 990
- Assist staff with developing and implementing curriculums
- Coordinate with administrators in scheduling of classes, activities and special events
- Coordinate all agency communication including newsletter, direct mail and press release
- Develop and cultivate relationships with community and business leaders, and elected officials
- Oversee grant development and implementation, write grants as necessary
- Prepare grant reports
- Develop relationships with donors and foundations
- Direct and support staff in organizing at least two fundraising events each year
- Coordinate board meetings and engage directors in fundraising
- Submit and manage annual corporate filings



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## EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree with a minimum of 5 years experience in nonprofit management
- Experience managing and developing virtual activities on Zoom or other online platform
- Results-oriented individual, driven to produce concrete and measurable outcomes
- Excellent project management skills, with the ability to thrive in a fast-paced environment, juggling multiple projects and tight deadlines, without sacrificing detail or quality of work
- Extraordinary work ethic with a positive, can-do attitude and willingness to work in a collaborative environment with staff, families and volunteers
- Solid written and verbal communication skills, with the ability to clearly write for, and articulately speak to, a wide range of audiences and diverse communities
- Present a polished, reliable and professional demeanor at all times
- Demonstrated ability to serve as an effective facilitative leader of groups and/or committees, with the proficiency to act as a competent negotiator, motivator and mediator when necessary
- Computer literacy required, with proficiency in Microsoft Office applications, Internet research and database management
- Willingness to work evenings, weekends and flex-schedules as needed

## Personal Characteristics:

- A strong commitment to Al Wooten Jr. Youth Center's mission and core values
- Independent, highly organized, and detail-oriented self-starter
- Energetic, hard-working, and enthusiastic team player
- Flexible, resourceful, and persistent change agent
- Creative, imaginative, and innovative problem solver
- Principled leader with high ethical standards

Individual must have a valid California Driver's license, reliable transportation with full insurance and qualify to be insured on the company's insurance policy. Individual must pass a drug test and Live Scan Background check. EOE