



## Intern Manager Job Description

### About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

### Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

### Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

### Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

### Summary of Position

The Roots Intern Manager provides overall management of Oakland Leaf's Root program including supervision of interns, maintaining the program budget, ensuring implementation of policies and procedures, and coordinating operations of the specific program. This position reports to the Director of Programs.

### Specific Duties & responsibilities

- Implement internship program models for interns that reflect Oakland Leaf's vision, mission, values and needs of the community
- Plan and facilitate monthly intern professional development workshops inclusive of field trips, rites of passages, college trips, etc.
- Facilitate weekly lessons for interns on the topic of Social Emotional Learning, leadership development and social/cultural awareness.
- Coach and support interns' progress towards college and career readiness
- Establish high quality programming as determined by Oakland Leaf, Youth Program Quality Assessment (YPQA), OUSD, OFCY and other funders
- Responsible that program ensures compliance with guidelines requested by Oakland Leaf, Oakland Unified School District (OUSD) and California Department of Education (CDE)
- Facilitate and monitor day to day operations of the program, both in person and through distance learning
- Intern management including observations, coaching, and leadership development
- Maintain Systems of Operations as set by Oakland Leaf including program planning, staff management and financial procedures
- Plan and facilitate monthly one-on-one check-in's with all interns enrolled in the program.
- Plan and facilitate monthly meetings with each school site manager and or staff member directly working with intern participants.



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- Develop and maintain supportive partnerships with school site leadership, staff, families, community partners, etc.
- Co-Plan and Co- lead Intern summer camp for 40 participants
- Manage our contracted partners to ensure they are meeting Oakland Leaf expectations.
- Create and maintain positive/professional relationships with College and Career Center lead staff at OUSD, EFC and other schools in Oakland.
- Take part in school community and staff meetings to ensure alignment with after school and school day programs
- Other duties determined by the Director of Programs to support the After-School Program and events

### **What you will bring:**

#### **Skills & Qualifications**

- Passion for innovation and excellence in youth development and social and restorative justice
- Organizational, time management, and prioritization skills
- Ability to work independently, reliably, take initiative and problem solve
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Strong attention to detail throughout all aspects of their work
- Continuous learner
- Ability to motivate, excite, encourage critical thinking and build community with youth and staff
- Work well in a team setting
- Basic behavior management and conflict resolution skills
- Ability to effectively simultaneously manage multiple projects
- Provide TB clearance and background clearance from FBI and DOJ

#### **Education & Experience**

- Possess a Bachelor's Degree or higher
- The ideal candidate will have experience as a manager/coordinator and youth development

### **What we offer:**

- Work with and learn from passionate, talented, and seasoned professionals.
- Comprehensive health benefits: medical, dental, and vision.
- Work/life balance.
- The opportunity to make a difference in the lives of Oakland youth and families.

#### **Working conditions/physical demands**

- Normal office and school conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

*Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law*