



YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
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Job Title: Program Operations Assistant

Full-Time

Reports To: Program Operations Director
Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self-aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

* Excellence * Perseverance * Respect

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary:

Coordinate program implementation, assessment and revision processes with the goals of community building, increasing student retention and supporting all young people that encounter YouthBuild. Primary focuses are National School Lunch (NSLP) and Year O; student outreach and onboarding processes.

NSLP oversight includes managing the day to day logistics of the school breakfast and lunch program to ensure that we are in compliance with the grant regulations while also implementing the program in a way that supports collaborative community building and student retention.

Year O role includes candidate and applicant engagement, developing innovative solutions to reducing barriers for candidates and monitoring the qualitative and quantitative data. The goal of Year O programming is to increase student retention.

Responsibilities and Duties:

Managing National School Lunch Program (NSLP)

Grant Coordination & Compliance

- attends mandatory NDS training meetings
- maintains current ServSafe Manager food safety certification and county license
- responds and corrects compliance issues identified by NDS, City Department of Health, and/or PDE
- Places food orders by the weekly deadline
- Manages inventory, conducts a monthly physical inventory, makes appropriate substitutions, and adjusts food orders accordingly
- Prepares food and sets up serving line
- Makes and communicates timely school roster changes with NSLP Sponsor
- Tracks participants with allergies
- ensures that all other school staff follows HACCP procedures, such as proper receiving, storage & cleaning procedures
- Records a participant-specific meal count using the PrimeroEdge program on an NDS issued touchscreen laptop at the end of the serving line

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NSLP Program Integration

- promotes school breakfast and lunch to students by distributing and posting menus
- is aware of and encourages wellness activities at school
- creates a communal atmosphere in the physical area where breakfast and lunch are served
- collaborates with other school staff about integrating food program into other spaces
- collects and manages participation data and feedback about the program
- implements assessment and revision processes to improve program annually

Supporting Student Outreach and Onboarding “Year 0”

Support Phased approach of Awareness, Cultivation, Action & Belonging

- be a personal connection for candidates, applicants and families by assisting with email, phone, mail, and text communication
- provide logistical support at Applicant Information Sessions and engagement events
- manage data collection to support Year 0 Data Dashboard
- support assessment and revision processes to improve program annually

Program Involvement

- Participate in school-wide coaching program as coach for three to five students
- Participate in community-service projects as part of the service ethic of the school

Other duties as assigned by the Program Operations Director

Qualifications:

- Education: Professional Certification or Bachelor’s Degree preferred though not required
- 1-2 years of previous experience with or working for a similar non-profit or school
- ServSafe certification preferred (successful candidate can arrange to acquire ServSafe soon after hire)
- Experience with grant and file compliance preferred
- Flexible and open to change in regulations, duties, etc.
- Works well under deadlines
- Ability to lift 30 pounds

Common Competencies

- Mission driven to work with YB’s student body
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Love of young people
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Good organizational skills and attention to detail

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- Good communication skills & solid basic math skills
- Ability to maintain confidential information
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line **NSLP Grant Coordinator/Program Operations Assistant**

Note: If selected, you will be required to reproduce the following items on the first day of employment.

- *FBI - Criminal History Report*
- *PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)*
- *PA Child Abuse History Clearance*
- *TB Test Results*
- *Act 24 - Arrest Conviction Form*
- *NSOPW - National Sex Offender Clearance*

The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.

This job description in no way states or implies that these are the only duties to be performed by this employee..

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.