

Job Description

Youth Development Lead



JOB TITLE: Youth Development Lead
DEPARTMENT: Youth Development Program
REPORTS TO: Program Manager
STATUS: Full-Time, Regular
FLSA: Non-Exempt
WORK HOURS: Monday to Friday, and some Saturdays

PURPOSE

Under the supervision of the Youth & Young Adult Program Manager, the Youth Development Lead will assist the development and implementation of youth activities in the Youth Development Program, as well as facilitate support groups. The YDL will facilitate meaningful and constructive programs and activities for youth as well as ensure that a safe, positive, and respectful environment is maintained.

ESSENTIAL DUTIES

Youth Activities and Group Facilitation

1. Engage and build relationships with teens/youth in program appropriately, act as a role model, creating a safe, welcoming environment for teens/youth.
2. Develop and implement appropriate activity-based and leadership programs for the Youth Development Program.
3. Develop, implement, and co-facilitate various group games and activities. Will be developmentally appropriate for application to educational and leadership development outcomes.
4. Assist in the planning, organization and operation of the Summer Academy & Family Resource Center programs.
5. Assist with planning and delivery of youth & family events and programs.
6. Assist in development of outreach materials and efforts to build community relationships.
7. Lead or assist with coordination and securing of transportation, including driving ASC Van to transport participants.
8. Help with activity set-up and clean up, utilize youth volunteers as appropriate.
9. Interact with youth in a respectful manner to provide a warm and welcoming atmosphere.
10. Ensure that established systems and procedures are followed.
11. Identify participants to enroll into other ASC programs, and make referrals.
12. Support with solicitation and supervision of volunteers and interns.
13. Help ensure a safe, positive and healthy atmosphere for participants and service providers is maintained in the Youth Development Program; help ensure established rules of conduct are enforced consistently so all youth, families, staff, and visitors are treated with respect & dignity.
14. Help ensure that all Youth Development property is properly maintained and respected.

Documentation and Reporting

15. Complete and submit monthly reports to Program Manager by the 25th of each month.
16. Ensure data collection, record keeping, and reports are clear, accurate and timely.
17. Enter data as required into ETO, including but not limited to direct services and outreach.
18. Submit personal timesheets, expenses, leave requests or other administrative requirements to supervisor in a timely fashion.

ADDITIONAL DUTIES

- Support and comply with the values, policies and practices of Atlantic Street Center.
- Abide by the agency's confidentiality policies
- Work as part of the Youth Development, Youth and Family Leadership Development Team and overall agency team.
- Carry out the outcomes of the Youth Development Program contract.
- Attend internal agency meetings and other external meetings as required.

- Perform other related duties as assigned by Supervisor or Executive Director.

QUALIFICATIONS

- 2 or more years' experience in successfully leading middle and high school youth groups
- AA Degree in Human Services, Social Work, or related with 2/+ years' experience in youth work
- Bachelor's Degree in Human Services, Social Work, or related fields: Preferred
- Paid or volunteer experience with non-profit organizations
- Knowledge of the 40 Developmental Assets: Preferred
- Energetic, youth oriented, and resourceful personal skills: Preferred
- Familiarity with Family Centers and family support principles: Preferred
- Working knowledge of Word and Excel
- Current certification in First Aid and/or CPR, if not, complete certifications within one month of hire date.
- Experience working with low-income youth and families from diverse cultural backgrounds
- Manage difficult and stressful situations effectively and calmly
- Model appropriate and respectful conflict resolution skills
- Maintain effective working relationships with co-workers, participants, and the public
- Work with minimal supervision
- Work as a member of a team

WORKING CONDITIONS

- Work Hours: Includes afterschool/evening hours, Monday through Friday, some Saturdays
- Position requires working a schedule which includes some evenings and weekends.
- Ability to lift 25 pounds
- Position requires driving whenever necessary to meet program needs. A valid Washington State driver's license and proof of insurance is required. Must be able to obtain approval from ASC's car insurance to drive agency van for group activities or events. Driving time should not exceed 10 - 15 % of work week.

Equal Opportunity Employer, including disabled and veterans

How to apply

Qualified individuals should email a resume and **cover letter** clearly stating how you meet or exceed the required qualifications to **jobs@atlanticstreet.org**. Please, indicate in your email subject line, "**Youth Development Lead**". Note that only qualified shortlisted candidates will be contacted.