

# Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
<b>Position Title:</b> Youth Development Specialist	<b>Location:</b> Main Office/Program Site(s)	<b>Date:</b> Jan 2018
<b>Reporting Relationship(s):</b> Position reports to the Coordinator of Youth Development Services		<b>FLSA Classification:</b> Non- Exempt

## General Summary

This individual will assist in the planning, implementation, evaluation and delivery of one of the agency's off-site Youth Development programs. He/she will work within the areas of academic and enrichment programming, family literacy and case management. This position regularly works 37.5-40 hrs. a week.

## Duties and Responsibilities

Provide on-going case management services and support to assigned program participants, and families as needed through the following activities but not limited to:

- Maintenance of personal and collateral contacts
- Pursue an active caseload throughout the school year (number of students determined by grant or proposal)
- Consistently maintain weekly and monthly benchmarks for caseload students throughout the school year.
- Maintenance of youth case records and notes in the data system (personal information, report cards)
- Guidance, advocacy, and assistance in navigating through various systems
- Maintain regular family/parent contacts, i.e. phone, email, text, face to face
- Attend Agency, school staff and team(grade) meetings

Assist in the coordination and implementation of program activities including but not limited to:

- General supervision and monitoring of students and activities
- Facilitation and planning of peer group/life skills and lunch bunch sessions
- Facilitation and planning of family literacy programming/parent involvement
- Assistance with general youth and parent board planning and program evaluation
- Recruitment of program participants, summer academic teacher and enrichment facilitators
- Planning, implementing and facilitating all necessary tasks for summer and school year programming
- Registration, attendance, data entry and trained skills
- Pick up and transport any necessary equipment, food, and supplies
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

Maintain Agency, Program (Grants/Contracts) and School Age Child Care License requirements

- See agency handbook, grant/contract proposal, and SACC regulations (if necessary)

## Education Requirements

Associate's degree (preferred) in Human services or related field.

## Previous Experience Requirement

A minimum of 5 years' experience with a special emphasis on youth development and prevention programming in youth development work ages 5 to 16.

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## Knowledge and Skills Needed to Perform Effectively in this Position

- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources

## Additional Requirements

- Incumbents in this position will be expected to work up to 40 hours per week as job requirements and school calendars dictate.
- Evening, weekend, winter and spring breaks hours are required when students and programming are in operation.
- PTO needs to coincide with times when students and programming are not in session, unless there is an extenuating circumstance (Please follow procedure). A schedule of school breaks will be provided.
- If you are unable to work at any time, please note it is your responsibility to make arrangements with your supervisor at least 2 hours prior to your shift.
- Maintains effective professional relationships with school staff, other service providers and community members.
- Recognizes and values diversity within the work environment. Be an effective team player, value and be respectful of individual differences.
- Conduct yourself ethically, honestly and with integrity
- Must be fingerprinted to be submitted for criminal background checks
- Access to a daily reliable transportation
- NYS valid driver's license (site/position dependent) vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
  - ✓ Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
  - ✓ Obtainment and transport of supplies and equipment

## Physical Dimensions (Job-related physical abilities an individual need to possess to perform the job in a satisfactory manner)

- This position involves extensive walking and driving and possibly lifting to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship**

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature:

Date: