



JOB DESCRIPTION

JOB TITLE: Specialist, Youth Development

DATE WRITTEN: April 2021

FUNCTIONAL AREA: Youth Development

DATE APPROVED: 04.16.2021

REPORTS TO: Program Manager

PREPARED BY: Executive Team

POSITION LEVEL: Full time – Non -Exempt

SALARY: DOE

JOB SUMMARY:

The Specialist in Youth Development creates and implements activities in accordance with the goals and objectives of the program. Essential responsibilities include recruitment and retention of high school youth in all program activities and include the implementing a career interest surveys and other assessments to determine programming. They also are responsible for supervision and support of high school-aged American Indian youth in programming to assure successful completion of a high school career and building new skills leading to life after high school. They interface closely with high schools, community members and others as needed. The specialist works closely with parent/guardians for risk situations and successfully navigates families to necessary supports in areas of education, career preparation, housing, clothing, transportation, food insecurity or other community supports. The Specialist participates in all levels of program planning including, implementation, data collection and evaluation.

MAJOR FUNCTIONS:

- Responsible for recruitment and retention of youth participants in all activities
- Supervise, motivate and support youth participants and ensure safety and leading with positive values and ethical behavior for quality programming at all times
- Coordination of transportation, parent authorization forms, and other necessary activity
- Organize and collaborate with all PIC team members, school representatives and community partners, on implementation of program goals
- Serve as a lead presenter/facilitator of prescribed curricula after initial Training occurs
- Document and maintain youth participant records, in a confidential and timely manner, following all agency procedures
- Prepare data as required for submittal of monthly, quarterly and annual reports
- Participate in planning, implementation and staffing for all youth programming, including weekend and weekday evening events
- Conduct program orientation through presentations, networking and outreach events
- Establishes positive and appropriate business relationships with high school youth
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals

ADDITIONAL FUNCTIONS:

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Specialist Youth Development Team

- Maintain and comply with organization confidentiality requirements
- Participate in scheduled external and internal meetings and trainings
- Participate in all Center Youth projects, Center events and fundraisers, and additional workshops, events or special projects as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree; or a combination of relevant work experience (with high school youth) and education totaling four years or more
- Experience in youth development services with proven ability to engage and motivate high school youth and manage behavior problems successfully
- Knowledge of the stages of brain development in adolescents along with base knowledge of youth and homelessness, substance abuse, mental illness and domestic violence as these areas relate to youth and their families
- Demonstrated ability to communicate ideas, findings, and recommendations effectively with staff, customers and partner organization
- Strong knowledge of MS Office software
- Excellent verbal and written communication skills
- Demonstrated ability to manage multiple tasks with a strong attention to detail
- Demonstrate strong leadership and mentor skills
- Knowledge of the social, educational, cultural and economic development and needs of urban American Indians
- Availability and willingness to work evenings and weekends

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal enrollment/Certificate of Indian Blood must be submitted at the time of application.

All staff requirement(s):

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work some evenings and weekends

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Specialist Youth Development Team

To Apply, Submit Current Resume, Cover letter and Supplemental Information:

A complete Application Submission includes:

- Supplemental Information Form (available on the www.phxindcenter.org website on the Employment Application tab)
- Resume
- Cover Letter
- Proof of Tribal Enrollment/Certificate of Indian Blood if claiming tribal preference
- If you are a descendent but not enrolled, we encourage you to discuss this in your Cover Letter

Supplemental Information Form can be found at: www.phxindcenter.org on the Employment Application Tab

You can apply three ways:

1. Save the above completed items into a PDF and submit your Application Packet (in PDF only) by emailing to: info@phxindcenter.org
2. Complete your entire application online at www.phxindcenter.org, click on the Employment Application Tab at the top of the page
3. Mailed applications can be sent to:
PHOENIX INDIAN CENTER, INC. - Personnel
4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012