



JOB DESCRIPTION

JOB TITLE: Youth Development Specialist

DATE WRITTEN: June 2020

FUNCTIONAL AREA: Youth Development

DATE APPROVED: July 12, 2020

REPORTS TO: Program Manager

PREPARED BY: Executive Team

POSITION LEVEL: Full time – Non -Exempt

SALARY: DOE

JOB SUMMARY:

The Youth Development Specialist develops and implements activities in accordance with the goals and objectives of the program. Essential responsibilities include recruitment and retention of youth ages fourteen to eighteen in all program activities and include the implementation career interest and other assessments to determine programming. Specialists also are responsible for supporting youth successfully towards completion of high school or re-entry to high school, understanding careers and building new skills leading to life after high school. They interface closely with high schools, community members and others as needed. Work closely with parent/guardians for any youth at risk to navigate them to necessary support in areas of education, career preparation, housing, clothing, transportation, food or other community service. The Specialist will participate in all levels of program planning, implementation and evaluation of youth development program.

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 of trainers
- 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
- Establish and maintain positive and appropriate professional relationships with high school youth
- Assist youth and their parent/guardians in applications to higher education to include trade school, community college or four-year college and with FASFA and scholarship applications
- Work closely with Program Manager to maximize operational efficiencies to meet performance goals

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ADDITIONAL FUNCTIONS:

- Maintain and comply with agency 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 plus two years' relevant experience or any equivalent combination of education and experience
- Experience in youth development/youth services with proven ability to engage and motivate youth
- Strong ability to motivate high school youth and manage behavior problems in a positive manner
- Knowledge of youth development to include 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 other team members, customers and affiliated providers
- 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 affiliation must be submitted with resume and supplemental information form.

Note - All staff requirement:

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

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

Supplemental Information Form can be found at: www.phxindcenter.org

Complete application in PDF format can be emailed to info@phxindcenter.org

Or you can Mail applications to:

PHOENIX INDIAN CENTER, INC. - Personnel

4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012

PH: 602-264-6768 Ext 2103 | FAX: 602-274-7486

More information can be found at: www.phxindcenter.org