



JOB DESCRIPTION

JOB TITLE: Youth Development Specialist

DATE WRITTEN: April 21, 2023

FUNCTIONAL AREA: Youth Development

DATE APPROVED: May 1, 2023

REPORTS TO: Program Manager

PREPARED BY: Youth Program Manager

POSITION LEVEL: Full time – Non -Exempt

SALARY: \$40,000 – \$45,000

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. Specialists also are responsible for supporting youth successfully towards completion of high school or re-entry to high school, understanding career goals, higher education opportunities and building skillsets leading to life after high school. They interface closely with parent/guardians, high schools, colleges, community members, and other partner organizations. The Specialist will participate in all levels of program planning, implementation, and post-evaluation surveys of youth development program activities.

MAJOR FUNCTIONS:

- Responsible for recruitment and retention of youth participants in all program activities
- Supervises, motivates and supports youth participants, leading with positive values and ethical behavior for quality programming at all times
- Organizes and collaborates with all PIC team members, school representatives, community partners, and program partners on implementation of program goals
- Coordinates parent/guardian authorization forms, and all necessary documents per activity
- Serves as a lead presenter/facilitator of prescribed curricula after initial training period
- Documents and maintains youth participant records, in a confidential and timely manner, following all agency procedures
- Prepares data for program manager, as required for submittal of monthly, quarterly and annual reports
- Participates in planning, implementation and staffing for all youth programming, including weekend and weekday evening events
- Conducts program orientation through presentations when networking at outreach events
- Establishes and maintains positive and appropriate professional relationships with high school youth
- Assist youth and their parent/guardians with trade school, community college, four-year college, FASFA, and scholarship applications
- Works 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
- Periodic transport of youths in company vehicles for offsite program activities
- 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 mentorship skills
- Knowledge of the social, educational, cultural and economic development and needs of urban American Indians
- Availability and willingness to work occasional 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