



JOB DESCRIPTION

JOB TITLE: Youth Development Specialist

DATE WRITTEN: November 7, 2023

FUNCTIONAL AREA: Youth Development

DATE APPROVED: November 7, 2023

REPORTS TO: Program Manager

PREPARED BY: Program Manager

POSITION LEVEL: Full time – Non -Exempt

SALARY: \$40,000-45,000

JOB SUMMARY:

The Youth Development Specialist will play a vital role in our mission to inspire and support youth aged fourteen to eighteen. The Specialist will have the opportunity to develop and implement exciting activities, focusing on the aspirations of our young Indigenous youth. Specialists also are responsible for supporting youth successfully towards the 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 services. The Specialist will participate in all levels of program planning, implementation and evaluation of the 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 with Program Manager to maximize operational efficiencies to meet performance goals.
- 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.
- Perform other duties, as needed.

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Youth Development Specialist

ADDITIONAL FUNCTIONS:

- **Empower Youth:** Be a mentor, leader, and role model, guiding our youth towards success.
- **Create Positive Experiences:** Organize and collaborate with a passionate team to deliver life-changing programs.
- **Support Dreams:** Help students with high school completion, career goals, and higher education opportunities.
- **Build Skills:** Equip our young adults with the tools they need for a bright future.
- **Forge Connections:** Collaborate with parents/guardians, schools, colleges, and our amazing community partners.
- **Data for Impact:** Document and maintain records, ensuring we meet our goals and make data-driven decisions.
- **Program Magic:** Be the lead facilitator for our engaging curricula, ensuring quality and impact.
- **Outreach Ambassador:** Share our vision at networking events and program orientations.

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
- Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and/or carry small parcels, packages and other items with a minimum weight of 25lbs, to walk short distances, and drive a vehicle when necessary.
- 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.

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.