

# CENTRAL COMMUNITY HOUSE JOB DESCRIPTION

**Title:** Youth Engagement Specialist

**Work Area/Department:** Youth & Family Services

**Reports to:** Youth Services Coordinator

**Exempt Status:** Non-exempt/Part time

**Date Revised:** 8-5-19

**I. Purpose:** Develop programming to enhance the academic and social-emotional learning of elementary aged youth in the afterschool program. Activities will integrate reading, math and technology into arts and recreation focused programming, with ideal candidates being adept in music or dance instruction.

## II. Essential Responsibilities

- A. Planning and supervision of activities in the after school program in alignment with the mission and vision of the Agency. This includes:
1. Integrate reading, math and technology into arts and recreation focused programming with a focus on music or dance instruction;
  2. Monitor age appropriate daily program activities to increase academic and social skills and keep youth engaged;
  3. Assist youth in making positive, effective and safe choices;
  4. Effectively redirect and calm youth when behavioral challenges are presented;
  5. Plan and organize daily activities and be prepared to change to an alternate activity if interest or attention of youth is missing;
  6. Set up space for youth program activities;
  7. Supervise youth as assigned;
  8. Create and foster a safe, healthy and fun environment for youth;
  9. Organize and assist with serving snacks/meals;
  10. Effectively communicate with youth and parents concerning positive and negative behaviors;
  11. Travel with youth in Agency vehicles and enforce safety rules;
  12. Assist youth with homework assignments as necessary.
- B. Provide direct and indirect social group services as required by the program by facilitating group discussions which are informative, encourage participation of each youth in the group, help stimulate interest and learning, promote high self-esteem, develop good social skills and encourage positive communication and academic success.
- C. Timely collects and monitors data of each step in process, service activities, progress and other outcomes as required by grants, funders and other contracts. This includes:
1. Provide completed lesson plans weekly to Youth Services Coordinator which document specific program plans for each program day;
  2. Prepare youth sign in sheets and enforce sign in requirements for each youth;
  3. Record daily activities on activity sign in sheets which are legible, coherent, and descriptive;
  4. Document and communicate program outcomes and issues to Youth Services Coordinator;
  5. Complete DESSA assessments as indicated in a timely manner on each child;
  6. Submit reports as required.

### III. Other Responsibilities

- A. Attend weekly staff meeting;
- B. Participate in professional development and training activities as required/necessary;
- C. Perform special projects and other duties as assigned.

### IV. Job Specific Skills, Knowledge and Abilities

- Client Focus – Views the Agency’s service through the eyes of Agency clients to anticipate and meet client needs. Constantly seeks information and understanding regarding service and market trends in order to satisfy and exceed client expectations. Is motivated by client expectations. Solicits client feedback.
- Maintains a positive attitude while meeting goals even in the face of significant obstacles and uncooperative people. Communicates confidence to others. Is not distracted by negativity. Demonstrates a sense of humor and perspective about setbacks.
- Builds Relationships/Collaborates - Values and respects the concerns and feelings of others. Shows empathy, respect and appreciation for individuals and diversity. Builds and maintains an internal and external network of relationships with partners for potential collaborations and coalitions. Optimizes performance of Agency and self through shared resources and responsibilities, by facilitating collaborations with groups and by promoting team-building.
- Professionalism/Ethics - Regularly demonstrates a high level of integrity through direct, open, honest and ethical communication with others. Fosters an ethical environment. Assumes personal responsibility. Shows discretion when appropriate or required. Maintains confidentiality of client and agency information.
- Team Player - Identifies with the Agency’s goals. Shares resources, responds to requests from other team members and subordinates personal goals to the Agency’s agenda, mission and vision. Collaborates easily.
- Shows Initiative - Is proactive and takes action without being prompted. Does not wait to be directed, but instead, takes responsibility and acts when need arises. Makes things happen. Provides unsolicited input.
- Time Management/Multi-tasking - Accomplishes goals through establishing priorities and organizing workload to meet deadlines in a timely fashion. Manages time wisely and to effectively prioritize multiple, competing tasks despite frequent interruptions.
- Effective Communication - Speaks clearly and appropriately to the intended audience in both formal and informal settings. Expresses appropriate gestures and non-verbal communication. Remains focused on point at hand during communication. Listens and reacts to questions by other appropriately. Uses effective listening skills to maintain self-esteem and respond with empathy to the feelings and needs of others, including the use of active listen skills (summarizing, reflecting, not interrupting, etc.) to demonstrate understanding and sensitivity.
- Composure - Maintains composure and effective performance under stress and/or opposition (such as tight deadlines, unscheduled disruptions or delays, interpersonal conflict or lack of job or task clarity). Demonstrates emotions appropriate to the situation and continues performing steadily and effectively. Shows patience with others. Responds calmly to stressful or trying circumstances.

- Cultural Competence - Embraces and is sensitive to cross-cultural differences. Accepts and respects cultural differences. Demonstrates the capacity for cultural self-assessment. Is conscious of the dynamics inherent when cultures interact.

#### **V. Work Experience and Education**

- College degree preferred in related field or a minimum of two years experience working with at-risk youth
- General knowledge of communicable diseases
- Recognition of signs of child abuse and neglect
- CPR and basic first aid training
- Good written and verbal communication skills
- Possess an understanding of non-profit and/or community agency work and experience working with diverse families
- Proficiency in using MS Word, Excel, is required

#### **VI. Physical and Mental Requirements**

- Satisfactory background check
- Ability to work some evenings and weekends
- Able to lift and carry objects up to 30 pounds
- Spend approximately 95% of time on the job standing, bending, lifting, sitting and walking
- Ability to multi-task and prioritize
- Perform gracefully and accurately with frequently interruptions
- Maintain composure and patience when dealing with others