



Title: **Youth Development Specialist**  
FLSA Status: **Part-time, Non-Exempt**

Reports to: **Program Manager**  
EEO Code: **9**

**Overview:**

St Vincent de Paul is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our Men’s Homeless Shelter, Women’s Recovery Program, Family Success Center, supportive housing programs, professional case management services, and retail thrift stores, we provide compassion and hope for people struggling to overcome barriers to self-sufficiency.

**Position Summary:**

**Youth Development Specialists** prepare and implement daily recreational, social, emotional, and academic activities for grades K - 12 during the After School Program, Spring Break Program, and Summer Program where low income youth come for tutoring, homework help, and other enrichment opportunities.

The Youth Development Specialist is also responsible for planning long-term objectives and goals.

**\*Note: Hours synch to JCPS schedule – Mon-Thurs 3:00-7:00 during school. Mon-Thurs 9:00 am–3:00 pm for Spring Break and Summer Camp.**

**Essential Duties and Responsibilities:**

- Assists in planning, implementing, supervising, and evaluating activities provided within specific areas, such as Education, Social Recreation, Arts & Crafts, and Physical Education
- Facilitate academic activities such as homework help and tutoring; plan and implement educationally enriching activities for youth K-5th
- Support and collaborate with JCPS tutors
- Create curriculum for groups, enrichment programs, and workshops
- Effectively manage volunteers during program hours
- Understand and implement all Family Success Center policies and procedures including Family Success Center rules, discipline and reward policy, Family Success Center emergency plan, Parent/Guardian handbook, etc.
- Help resolve conflicts among participants following Family Success Center disciplinary policies.
- Mentor, support, and encourage the success of our students in school, at home, and in the community.
- Supervise check-in and check-out
- Report any staff or child accidents/incidents or suspected child abuse injury to the Family Success Center Program Manager or Director of Program Services as soon as possible. Family Success Center Program Manager will fill out report, and follow all emergency procedures
- Other duties as assigned

**Specific Knowledge, Skills, Abilities:**

- Maintain ongoing and appropriate communication between supervisor, team members and general staff to ensure that all information is transparent and accurate
- Participate in mandatory staff development trainings to increase professional knowledge of issues affecting populations represented at SVDP
- Attend at least 4 BLOCS Trainings in a one year period.
- Assist with large events including fundraisers and festivals
- Exercising flexibility within your job responsibilities. May be asked to lead a program or activity at short notice
- May be required to drive Family Success Center vehicle
- Cooperate with team members in day to day errands and services such as transportation of children, serving meals, and basic clean up
- Ability to organize and supervise youth, handle difficult behaviors, and plan and implement quality programs
- Ability to work with a team of staff and hold your fellow staff members accountable



Commitment to the mission and goals of St Vincent de Paul

SOCIETY of  
ST. VINCENT  
de PAUL  
LOUISVILLE

**Education, Qualifications, Certifications, Trainings, Licenses:**

- High School diploma
- Licensed driver in good standing
- CPR and First Aid Certifications
- Experience working in and/or supervising in a youth environment
- TB testing annually
- Successfully pass any required pre-employment background and drug screening

**Reporting to this Position:** None

**Benefits/Additional Information:**

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St Vincent de Paul will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To apply, interested applicants may apply online via [www.louisvilleworks.com](http://www.louisvilleworks.com) - or - in person - or - by mailing or emailing a cover letter and resume to:

St Vincent de Paul  
HR Director  
1015-C South Preston St  
Louisville, KY 40203  
Email: [dflanigan@svdplou.org](mailto:dflanigan@svdplou.org)

Cover letters are appreciated.

St Vincent de Paul is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)