



St. Vincent de Paul – Job Posting

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

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

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 are June 21st – July 14th: Monday – Friday, 7:45 – 2:30PM and July 17th – August 4th: Monday – Friday, 8:45 – 2:30PM**

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 Associate Director of Community Support as soon as possible. Family Success Center Program Manager will fill out report, and follow all emergency procedures
- Perform other duties as assigned by the Family Success Center Program Manager or Associate Director of Community Support

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
- 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

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma required
- Licensed driver in good standing

St Vincent de Paul reserves the right to revise this job description as it deems necessary.



St. Vincent de Paul – Job Posting

- CPR and First Aid Certifications preferred
- Experience working in and/or supervising in a youth environment
- TB testing every year
- Successfully pass any required pre-employment background and drug screening

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. **Must be able to be active and on your feet for 5 hours per day. Must be able to climb stairs.** The employee sometimes lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not mean to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by St Vincent de Paul.

Benefits/Additional Information:

SVDP 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:

Online: <https://www.svdplou.org/jobs/>

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.