

**Charles Settlement House, Inc.**  
**JOB DESCRIPTION**

**Email resume, cover letter to: [HRcshroc@gmail.com](mailto:HRcshroc@gmail.com)**

**Or fax to 585-277-0839**

**Title:** Youth Development Specialist

**Supervisor:** After-School Program Coordinator    **Status:** Non-Exempt  
Grant funded (X)

**Location:** 71 Parkway

**Schedule:** Part-Time   X    
Hours/week:   20-25  

**General Responsibilities:**

Works as a team member, under direct supervision of the After-School Program Coordinator, to ensure the delivery of Charles Settlement House youth development programs in order to successfully meet the goals and objectives established by the agency:

- Development of youth and families to their potential.
- Promotion of positive outcomes for youth (good school attendance, staying in school, asset and skill development, avoidance of risk behavior, etc.)

**Specific Responsibilities:**

1. Responsible for daily conduct, safety and supervision of youth participating in program
2. Utilize group management techniques to reduce or eliminate behavior problems
3. Be familiar with all program objectives, measurements and outcomes and implement activities to reach outcomes
4. Engage in continuous program improvement and make efforts to remain informed regarding best practices.
5. Use assigned curriculum and ensure fidelity by following curriculum exactly
6. Stay in physical visual and audio proximity with group at all times
7. Organize and lead youth programs (groups, clubs, events, etc.) in accordance with the need and availability of agency resources.
8. Work closely with parents and teachers of youth members to encourage success for the youth in program
9. Conduct outreach to increase awareness of agency programs and to connect with the families of youth participants.
10. Prepare required documentation in a timely and accurate fashion; follow through with established customer satisfaction and program evaluation systems.
11. Attend and participate in all staff meetings and trainings.
12. Perform all other duties as assigned

## **Qualifications:**

### **Education and Experience:**

An Associate's degree in child development, recreation or a related field is preferred OR School-aged Child Care Credential and one year experience working with children less than 13 years of age, OR High School diploma or its equivalent (GED) AND two years direct experience working with children under 13 years of age.

### **Physical Requirements and Working Conditions:**

Must have ability to remain alert, observant and physically able to respond appropriately to work situations or emergencies.

With or without accommodations, must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, telephone, fax machine, copier, and to attend meetings at various sites; ability to lift and carry materials up to 30 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; must be able to pass an SCR background review. Ability to work with youth in a variety of settings.

### **Knowledge of: (at entry)**

Applicable laws, theories, principles and operational practices applicable to child and youth development; intermediate level in Microsoft Office, including Word and Excel; and techniques for effectively representing Charles House, including making effective public presentations and dealing with a variety of individuals from various socioeconomic, cultural and ethnic backgrounds, in person and over the telephone.

### **Skill in: (at entry)**

Developing program activities, providing a variety of activities, developing a schedule and supervising groups of youth, Managing multiple tasks often with competing deadlines; effective presentations to individuals and groups; ; Preparing clear, concise and informative reports, correspondence and other written material; Handling difficult and sensitive situations, using sound independent judgment within general policy and legal guidelines; and Communicating effectively with co-workers, subordinates, superiors, the general public and the representatives of public and private organizations.