



Youth Development Specialist: Sacramento

Department : Sacramento Neighborhood Centers
Supervisor : Sacramento Neighborhood Center Manager
Status : Full-Time/exempt

Position Overview

The Youth Development Specialist is responsible for planning and facilitating educational activities for youth and their families. This position works in the United Community Forward Steps Program, which is offered at the Sacramento Neighborhood Center (SNC) and the Creekside Community Center (CV). Each Center will have one dedicated Youth Development Specialist (YDS). The YDS serves a vital position in the community in supporting the five focal areas of Opportunity Neighborhood Mount Vernon: 1) family and community engagement; 2) connecting with and motivating youth; 3) school readiness, education, and literacy; 4) family-wide service referrals and navigation; and 5) workforce readiness and student career preparedness. They do so by performing the following key functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Youth Development Specialist plans and implements a broad range of structured, engaging, and educational programming that supports the academic and social-emotional needs of the participants.
- Ensure activities are planned and delivered according to program standards.
- Coordinate with your immediate supervisor, community center staff, and the Opportunity Neighborhood MV staff to build partnerships.
- Maintain a safe and organized environment. Nurture a fun, healthy, and positive culture.
- Plan and implement family enrichment activities.
- Coordinate outreach with immediate supervisor and ONMV to build relationships with community partners in order to support youth participants and their families.
- Actively participate in all appropriate local school, community, and partnership meetings/events.
- Monitor, record, and evaluate youth academic and social-emotional achievement.
- Complete data entry and database management. Prepare all necessary reports.
- Other duties as needed to help support United Community's Vision, fulfill our Mission, and abide by our values.

Preferred Qualifications

A passionate commitment to the mission of United Community is essential.

- Bachelor’s Degree with 2+ years in a related job capacity.
- A demonstrated ability to educate a diverse group of participants in a low-income community through implementing evidence-based curricula and community programming.
- Experience and knowledge of various classroom management techniques.
- Possesses the technical skills and organization needed to create engaging educational materials.
- Demonstrated success in achievement of program outcomes and records-management.
- Excellent written and oral communication skills.
- Ability to work independently, and in partnership with others to achieve desired results.
- Proficiency in: Data Entry and Report Analysis, Microsoft Office, and Google Services.
- Ability to meet U.S. Department of Justice and Virginia Child Protective Service requirements for employment verification and background checks.

An individual driven to help others in need, with the ability to work flexible hours, if needed, including limited evenings and weekends.

TRAVEL

Travel to and from satellite United Community locations and meeting sites with a 3-5 mile radius is expected. Mileage reimbursement may be provided.

EEO STATEMENT

United Community provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURE

This job description has been approved by all levels of management. Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Name (Please Print)

Employee Signature

Date