POSITION TITLE: Youth Development Specialist
STATUS: Part-time, 20 hours weekly
REPORTS TO: Associate Director of Youth Development
CONTACT: Ashley Shropshire
ashleys@youthcrossroads.org
708-484-7400 x 051

YOUTH DEVELOPMENT SPECIALIST JOB DESCRIPTION:

- Plans, organizes, and leads groups of high school and middle school-age youth in after-school activities that meet their developmental needs and interests.
- Able to provide tutoring or homework help to students in a variety of subjects.
- Develops lesson plans, which demonstrate and instruct youth in activities including active sports, games, arts and crafts, nutrition, science, drama and others.
- Assists with other after-school program core activities as requested; i.e. Parent Night and educational workshop planning and implementation, and outreach to community partners as appropriate.
- Adheres to agency and school safety policies and procedures. Manages student conflict in after-school program with maturity and professionalism.
- Meet regularly with Youth Development staff for consult and program reporting.
- Act as liaison with school personnel in coordination and communication of program activities and academic issues.
- Adheres to the mission of Youth Crossroads, Inc., District #100, District #98, District #201, the program and all partners.
- Works in partnerships with appropriate public and private agencies that provide services to the students and families at assigned school.
- Must be willing and able to accompany and supervise youth on outings. This includes walking to parks, schools, and on field trips.
- Maintains communication and a positive relationship with other team members.
- Act as liaison between program staff, interns, students and parents.
- Performs other duties as assigned.
- Available to work the schedule of 1:30 – 6:30 pm with occasional weekends and evenings.

EDUCATION/EXPERIENCE:
High School diploma required. Bachelor's degree in education, social work, health or related field or a minimum of three years' experience in a professional capacity working with children, youth in a school or community-based environment preferred.

Desired Qualifications

1. Minimum of a High School Diploma required. Bachelor's degree in a Human Services Field (Counseling, Psychology, Social Work, etc) preferred.
2. Experience working with youth of all ages (especially high school and middle school age)
3. Knowledge or history of working in the Berwyn/Cicero community.
4. Experience with conflict resolution.
5. Experience working with diverse populations.
6. Excellent verbal and written communications skills.
7. Proficiency in computer applications.
8. Strong organizational and time management skills.
9. Self-directed and able to work collaboratively with minimal oversight.
10. Bi-lingual/bi-cultural Spanish preferred
11. Access to a vehicle and valid Illinois Driver's License. Have a valid driver's license and operational vehicle.
12. Willingness to work flexible hours as needed, with occasional weekends, evenings, and overnights.
13. Basic understanding of trauma-informed care, 40 developmental assets, and positive youth development concepts.

Salary & Benefits:

Salary will be competitive and commensurate with experience. Youth Crossroads, Inc. offers generous benefits, including medical/dental coverage, vacation and sick leave.

Youth Crossroads, Inc. is an equal opportunity and trauma-informed employer. All qualified applications will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, or current employment status.