POSITION: PART TIME YOUTH DEVELOPMENT SPECIALIST
REPORTS TO: YOUTH DEVELOPMENT COORDINATOR

HOURS: 25 Hours per week

September to May:	Tuesday - Thursday 10-5:30pm
June to August:	Monday – 11:30 - 5pm Tuesday, Wednesday, Thursday - 10- 4:30pm

EXPERIENCE/EDUCATIONAL BACKGROUND: BA Degree. Minimum two (2) years experience working with youth - teens.

QUALIFICATIONS: Demonstrated effective communication and organizational skills. Knowledge of community resources. Experience with program development and implementation desired. Experience with Microsoft Office

RESPONSIBILITIES:

1. Plan, coordinate & facilitate the After School Program at Community High School & PCC in collaboration with the other youth program staff and Portage Public Schools staff.

2. Plan, coordinate & facilitate the Summer Youth Program (middle school) in collaboration with the other youth program staff.

3. Maintain intake information and attendance records for both the After School Program and the Summer Youth Program in collaboration with other youth program staff.

4. Develop and assess outcome based evaluations for the above programs including DESSA, PQA and YPQI.

5. Recruit & schedule adequate volunteer staff for assisting with programs, field trips, etc.

6. Supervise volunteers/interns working with the After School Program and Summer Youth Program.

7. Provide liaison with other community organizations as appropriate.

8. Promotion of program/s throughout the community as necessary.

9. Provide back up for Emergency Assistance Program including assist with Holiday Adoption Program.

10. Assist with other programs/events as necessary.

- **No phone calls please**
- **Pay is $10.50/hr.**
- **Interested candidates should send their resume & cover letter to Chris Buckley at chris@portagecommunitycenter.net**

[Updated November 2015]