

NCJC Youth Programs Support Specialist Job Description

Job Title: Youth Programs Support Specialist

Reports To: Youth Programs Director

The Neighborhood Centers of Johnson County (NCJC) strives to improve the lives of people living in low-income neighborhoods through various programs that promote education, self-efficacy, family strengthening, and community building. The Youth Programs Support Specialist (YPSS) is responsible for ensuring the successful implementation of culturally-sensitive, gender-responsive, and trauma-informed programs for vulnerable youth. The YPSS will aid in planning, organizing, and leading special projects and programs for youth in community, school, and workplace environments. By building relationships with youth, their families, and community partners, the YPSS utilizes research-based best practices, established curriculum, and assessment tools to encourage positive growth and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:

Other duties may be assigned.

1. Contributes to and implements plans to recruit participants from under-served and vulnerable populations.
2. Collects participant data and prepares a variety of status reports within required timeframes.
3. Ensures all emergency procedures, safety rules, and standards are followed.
4. Maintains and cares for program facilities and equipment and reports hazards, issues, and concerns.
5. Assists with administrative duties as needed, including gathering materials, processing registrations/intakes, attendance, etc.
6. Acts as a mentor, role model, and support for select youth and families (case management) provides referrals for additional community resources & supports.
7. Promotes and assists with programs, activities, public relations and fund development endeavors as assigned.
8. Conducts outreach visits and other opportunities for youth and parents to learn about and engage in programs.
9. Develops strong, working relationships with other key providers to act as referrals partners, guest presenters, and co-facilitators in group programs and events.
10. Maintain contact and professional linkage with schools, agencies, courts and others who are program resources and partners in supporting youth and families.

To maintain a commitment to professionalism

1. Promotes the Neighborhood Center's philosophy and educational objectives.
2. Supports the Center's code of ethical conduct.
3. Engages in ongoing staff development to improve personnel and professional skills.
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement.
5. Maintains appropriate paperwork as defined by the Neighborhood Center.

POSITION QUALIFICATIONS and REQUIREMENTS

- Experience working with youth is preferred
- Minimum 18 years of age, 21 is preferred
- Some technical experience with computer skills in Microsoft Office including Word, Excel, Outlook etc.
- Valid driver's license and good driving record
- Access to reliable transportation
- Proof of vehicle insurance
- Ability to operate a 12-15 passenger van is preferred
- Ability to adjust to continually changing environment
- Belief in and supports the mission of NCJC

COMPETENCIES:

- Ability to advocate for youth in accessing needed resources
- Ability to establish and maintain effective working relationships with students, staff and community partners
- Ability to speak clearly and concisely both in oral and written communication
- Orientation to continuous problem solving and positive life outlook
- Ability to recognize sensitive issues and maintain confidentiality
- Knowledge of, and ability to implement restorative practices
- Knowledge of, and ability to implement behavior management techniques
- Ability to network, problem solve and multi-task
- Knowledge of community resources
- Capable of representing NCJC in a professional manner, which includes but is not limited to confidentiality, communication skills, and dress
- Ability to perform duties with awareness of all NCJC and funder requirements and policies

WORKING CONDITIONS:

- Non-traditional work hours
- Works independently and as part of a cross functional team