



## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	Youth Development Leader
<b>PROGRAM:</b>	Youth Development & NewHolly Family Center (NHFC)
<b>SUPERVISED BY:</b>	Youth Development Coordinator
<b>EMPLOYMENT STATUS:</b>	Part-time, non-exempt
<b>SALARY:</b>	\$14.71 per hour – 20 hours per week
<b>CLOSE DATE:</b>	Open until filled

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### ***BASIC RESPONSIBILITIES:***

Under the supervision of the Youth Development Coordinator, the Youth Development Leader will assist in the development and implementation of youth activities at the NewHolly Family Center; assist with providing healthy and constructive activities for youth, and ensure that a safe, positive, and respectful environment is maintained.

### ***GENERAL EXPECTATIONS:***

- Support and comply with the values and policies of Atlantic Street Center and NHFC.
- Work as part of the NHFC Team, Youth and Family Leadership Development Team and agency team.
- Carry out goals of the Youth Development Program (Outreach, Attendance, etc.)
- Abide by the agency's confidentiality policies.

### ***SPECIFIC DUTIES:***

1. Support the Youth Development and Family Center programs by contributing to a warm and welcoming atmosphere; assist with activity setup and clean up; and provide building coverage.
2. Assist in the planning, organization and operation of the NewHolly Family Center.
3. Develop, implement, and facilitate at least one or more on-going youth groups for the Youth Development Program
4. Lead and co-facilitate various group games and activities.
5. Plan and co-lead special events and programs.
6. Assist in developing outreach materials and comply with outreach efforts to build community relationships.
7. Ensure that established systems and procedures are followed.
8. Help ensure that a safe, positive and healthy atmosphere for participants and service providers is maintained at the Youth Center; help ensure that established rules of conduct are enforced consistently so that all youth, families, staff, and visitors are treated with respect and dignity.
9. Help ensure that all Youth Center property (including games, equipment, common areas, and supplies) is properly maintained and respected.
10. Help with activity set-up and clean up, utilizing youth volunteers as appropriate.
11. Assist with data collection and recordkeeping.
12. Attend agency and other meetings as required.
13. Perform other related duties as assigned by Supervisor or any member of the Management Team.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:**

- Bachelor's Degree in Human Services, Social Work, or related fields.
- AA Degree in Human Services, Social Work, or related field with 2 or more years experience in youth work..

**EXPERIENCE:**

- 1 or more years of experience in successfully leading school age youth groups.
- Paid or volunteer experience with non-profit organizations.

**SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Working knowledge of Word and Excel.
- Current certification - of First Aid/CPR.
- Experience in working with low-income youth and families from diverse cultural backgrounds.
- Ability to manage difficult and stressful situations effectively and calmly.
- Ability to model appropriate and respectful conflict resolution skills.
- Ability to maintain effective working relationships with co-workers, participants, and the general public.
- Ability to work with minimal supervision.

**PREFERRED SKILLS:**

- Energetic, youth oriented, and resourceful personal skills
- Knowledge of the 40 Developmental Assets
- Familiarity with Family Centers and family support principles.

**WORKING CONDITIONS:**

- Position requires working some evenings and weekends.
- Ability to lift 50 pounds.
- Position requires driving whenever necessary to meet program needs. A valid Washington State driver's license is required. Must be able to obtain approval from ASC's car insurance to drive agency van, or provide your own vehicle and proof of car insurance. Driving time should not exceed 10 - 15 % of work week.

**TO APPLY:** Qualified individuals should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications.

**Submit materials by fax or e-mail to:**

**Human Resources  
Atlantic Street Center  
Fax: (206) 329-2171  
jobs@atlanticstreet.org**

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