



JOB ANNOUNCEMENT

JOB TITLE: Youth Development Leader, TeenLEAD
PROGRAM: NewHolly Youth and Family Center
SUPERVISED BY: Youth Development Program Coordinator
EMPLOYMENT STATUS: Part-time (30 hours/week), non-exempt
SALARY: \$2,062.50 per month

BASIC RESPONSIBILITIES:

Under the supervision of the Youth Development Program Coordinator, the Youth Development Leader is responsible for leading and developing relevant youth activities, specifically for the TeenLEAD program. The Youth Development Leader (YDL) will assist in planning special activities, field trips and events for NewHolly youth and their families. The YDL will staff the Teen Center and aid in enhancing office systems. The YDL will lead youth social skills groups ensuring that appropriate social, educational, vocational, recreational and cultural activities for youth are developed and implemented.

GENERAL EXPECTATIONS:

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Work as part of the NewHolly Youth and Family Center team, Youth and Family Leadership Development Team, and as part of the agency team.
- Abide by the agency's confidentiality policies.

SPECIFIC DUTIES:

Specific duties and responsibilities include but are not limited to:

1. Develop and implement appropriate leadership and activity-based programs for Atlantic Street Center (ASC) TeenLEAD Program. Interact with youth in a respectful manner while providing a warm and welcoming atmosphere.
2. Lead recruitment efforts for TeenLEAD Campus Group: 35 teens (middle – high school) to represent the diversity of NewHolly: age, grade, gender, income, ethnicity, program involvement, etc.
3. Coordinate and/or Facilitate TeenLEAD program meetings for Campus Group, Core Group, and parents
4. Coordinate outreach to parents/caregivers of teenagers living in NewHolly to inform them about and engage them in supporting Teen LEAD programming and participants.
5. Support implementation of Strengthening Families program by identifying and enrolling a minimum of 5 qualified TeenLEAD participant families and providing co-facilitation.
6. Work collaboratively with NewHolly Campus agencies and related neighborhood agencies around youth engagement, family engagement and program development for TeenLEAD.
7. Establish clear collaborative agreements with Campus agencies to ensure youth engagement, family engagement and program development for TeenLEAD.
8. Manage relevant line items of TeenLEAD program budget, with support from YD Program Coordinator.

9. Support TeenLEAD members in the preparation, submission and implementation of youth leadership development curriculum
10. Support TeenLEAD members on a resource development plan including: identification of needs/projects and potential resources (e.g.: DON grant), grant application & project implementation and evaluation.
11. Assist in the planning, organization, and daily operations of the Teen Center, and aid in the planning of special events. Assist in the advertisement and promotion of ASC and NewHolly Youth Programs.
12. Ensure that youth and adults are abiding by Teen Center and NewHolly Neighborhood Campus Code of Conduct.
13. Provide supervision, orientation, and evaluation of youth and adult volunteers as needed.
14. Maintain ASC property, equipment, and the center.
15. Ensure data collection, record keeping, and reports are clear, accurate and timely.
16. Attend agency, NewHolly Youth Cluster, and other meetings as required.
17. Perform other administrative duties and special projects as assigned by the Youth Development Program Coordinator, or NewHolly Youth and Family Senior Program Manager.

MINIMUM QUALIFICATIONS:

EDUCATION: BA degree in social work, psychology, or related field preferred.
MSW strongly preferred.

EXPERIENCE: Minimum of two years successful experience working with youth and program planning. Paid or volunteer experience with non-profit organizations is preferred.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Human Development – Ages and Stages.
- Knowledge of Developmental Assets.
- Experience working with youth of diverse backgrounds from urban environments.
- Effective interpersonal skills and ability to network with other agencies.
- Strong conflict resolution skills.
- Working knowledge of Word, Excel, and Outlook.
- Strong written and oral communication skills.
- Effective problem-solving skills.
- Ability to physically “keep up” with youth during physical activities.
- A professional manner and customer service attitude for interaction with donors, Board members, volunteers, and the general public.
- Ability to maintain effective working relationships with co-workers.
- Ability to work effectively with minimal supervision.
- Ability to work effectively both independently and as part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.
- Valid Washington State Driver’s License.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:

- Knowledge of other languages and cultures, particularly Southeast Asian and/or East African.
- Knowledge of First Aid/CPR.
- Familiarity with Family Centers and Family Support Principles.
- Familiarity with NewHolly community, history, and residents.

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

**Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144**

**FAX: 206-329-2171
E-mail: jobs@atlanticstreet.org**

Atlantic Street Center is an Equal Opportunity Employer. Women, persons of color, and individuals with disabilities are encouraged to apply. Employment at Atlantic Street Center is of an at-will nature.