



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Youth Development Leader  
**PROGRAM:** NewHolly Youth and Family Center (NHYFC)  
**SUPERVISED BY:** Youth Development Manager  
**EMPLOYMENT STATUS:** Part time, non-exempt  
**SALARY:** \$14.42 per hours – 20 hours per week

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

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

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

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

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

1. Facilitate a group of girls group – and work with Muslim girls ages 13-18; Support the NHYFC program 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 Youth and Family Center.
3. Learn, teach and participate in various games and activities as directed.
4. Assist with special events and programs.
5. Ensure that established systems and procedures are followed.
6. 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.
7. Help ensure that all Youth Center property (including games, equipment, common areas, and supplies) is properly maintained and respected.
8. Help with activity set-up and clean up, utilizing youth volunteers as appropriate.
9. Assist with data collection and recordkeeping.
10. Attend agency and other meetings as required.
11. Perform other related duties as assigned by Supervisor or any member of the Management Team.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** AA degree in human services.  
**EXPERIENCE:** Minimum of one year successful experience working with teens. Paid or volunteer experience with non-profit organizations is preferred. Ability to facilitate Muslim girls group and knowledge of Muslim/Islamic culture is preferred.

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

- Working knowledge of Word and Excel.
- Knowledge of other languages and cultures, especially South East Asian and East African.
- Connection to the Islamic community and knowledge of Muslim culture.
- Ability to connect with and develop relationships with Families, schools, and other community partners and collaborators.
- Knowledge of First Aid/CPR.
- Experience developing or leading constructive activities for teens.
- Knowledge of child development.
- Familiarity with Family Centers and family support principles.
- Effective interpersonal and problem solving skills.
- 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 effectively and respectfully with low-income youth and/or youth.
- Ability to work effectively with youth from diverse cultural backgrounds.
- Ability to work with minimal supervision.

**WORKING CONDITIONS:**

- Ability to lift 50 pounds.
- Position requires working evenings regularly and some weekends.
- 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 car insurance. Driving time should not exceed 10 - 15 % of workweek.

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

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

Human Resources  
Atlantic Street Center  
2103 South Atlantic Street  
Seattle, WA 98144  
Fax (206) 329-2171  
[jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org)