



JOB DESCRIPTION

JOB TITLE: Youth Development Program Staff

Position type: .5 FTE, Non-Exempt

Reports to: Youth Development Manager

Last Update: March 2022

Starting Date: April 2022

Starting Annual Salary: \$15.25/ hour

Hours: 2 p.m.-8 p.m.; 4 days/ week

The Youth Development Program staff will collaborate with the youth development team to plan, implement, and lead activities for Empower House's youth development program. Rooted in the principles of restorative justice and developmental relationships, Empower House's out of school time youth development program surrounds youth with supports that empower participants with skills, self-awareness, healing, and a strong sense of connection, enabling them to attain the goals they aspire to.

Empower House has worked at the grassroots level in community for over 20 years providing transformative community health services, youth development programs, and advocacy opportunities that empower women and girls of color.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. Our organizational philosophy is based on understanding how sexism, racism, and other forms of oppression intersect, preventing women and girls from attaining their full potential. Women, people of color, LGBTQ and non-binary individuals are strongly encouraged to apply.

Responsibilities:

- Collaborate with other youth development staff to plan, implement, and lead program activities
- Daily programming for the Empower House's youth development program
- Mentor participating students in social emotional skills development, non-violent communication, and other personalized support
- Facilitate circles of support for youth and families
- Lead weekly youth development workshops rooted in the six elements of social justice
- Organize monthly service-learning opportunities for participants
- Organize maintain calendar of plans and events for youth development program
- Recruitment and outreach for the program
- Maintain communication with parents, guardians, and caregivers
- Keep accurate, timely data on participants within Salesforce (EMPOWER HOUSE's internal database)
- Drive Empower House van to transport students as needed
- Other duties as assigned

Communication:

- Upholds the EMPOWER HOUSE values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic
- Ability to speak publicly and facilitate various activities
- Awareness of how systemic oppression affects our communities and ability to advocate for youth

Qualifications:

- High school diploma and/or equivalent with relevant experience– Bachelor's degree preferred
- 2+ years experience in youth development and/or education
- Excellent verbal and written communication skills with exceptional attention to details
- Ability to establish and maintain collaborative relationships with a variety of diverse community and organizational stakeholders.
- Demonstrate proficiency in computer skills
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment
- Ability to proactively set and achieve goals
- Must have valid driver's license

Submit resume and cover letter to Director of Programs, Jenny Castro, jenny.castro@womenscenter.org