



**Job Title:** Youth Support Specialist

**Location:** Brashear CARES Center      **Reports to:** Youth Education Coordinator

**FLSA Status:** non-exempt      **Reviewed Date:** 1/7/2022

**Job Summary:**

The Youth Support Specialist will report directly to the Youth Education Coordinator in assisting with the youth programs and activities involving our Brashear Families. This includes the Brashear Family Table, Brashear Kids Programs, and programs facilitated by our partners. The Youth Support Specialist will assist in maintenance and communication of our programs in the Brashear activity space. This position will be full time, with some evening and weekend hours required.

**Supervisory Responsibilities:**

- *None.*

**Duties/Responsibilities:**

- Aide the Youth Education Coordinator with attendance and program instruction.
- Assist with maintenance of youth program spaces, before, during and after hours of programming.
- Help with program registration, retention, and other related reporting systems.
- Draft program related flyers and materials for distribution to participants and partners.
- Promote and establish safe youth participation.
- Distribute materials to youth for related activities.
- Maintain inventory and restock items on a regular basis.
- Perform periodic safety checks throughout program hours.
- Ensure participants are wearing proper PPE, and following COVID-19 safety guidelines.
- Assist with Brashear events associated with families and youth.

**Required Skills/Abilities:**

- Must be 18 years or older
- Must have a valid Driver's License
- Track record of working successfully in teams.
- Successful project management experience.
- Familiarity with Microsoft Office and/or Google Suite.
- Follows confidentiality of participant information.
- Must have reliable public or private transportation.

- Must obtain FBI fingerprints and Child Abuse Clearance within 1 week of employment. (Please provide the Youth Education Coordinator with original receipts, for reimbursement costs of purchased FBI and Child Abuse Clearance.)

**Education and Experience:**

- Bachelor's Degree in Education or related field desired. High school diploma or G.E.D required.
- 1 year of experience in education and program development related experience desired.
- Experience with afterschool programs, tutorial programs or preparing students for higher education is preferred.

**Physical Requirements:**

- Must be able to lift up to 15-20 pounds at times, without assistance.