



Position Title: 21st CCLC - Youth Development Specialist

Supervisory Responsibilities: Yes

Budget Responsibilities: NONE

Reports To: Program Manager

FLSA Classification: Exempt

Date: TBD

POSITION SUMMARY:

Identity is seeking a bilingual (Spanish/English) energetic, positive, and dynamic individual to be a 21st Century Community Learning Center (21st CCLC) Youth Development Specialist (YDS). The YDS provides before and after school programming to 30 second and third grade students at either Whetstone or Harriet R. Tubman Elementary School in the Germantown/Gaithersburg area. YDS are primarily responsible for delivering a social-emotional, literacy-based curriculum and reading support to help students learn key skills. YDSs co-facilitate programs, build strong, mentoring relationships with students and families. They report directly to the Program Coordinator and Program Manager.

PRIMARY RESPONSIBILITIES:

1. In collaboration with the Program Coordinator/Parent Outreach Worker (PC/POW) plans, coordinates, and implements literacy-based curriculum and reading support to 30 second and third grade students in a co-facilitator model. YDSs also work collaboratively with the PC/POW to ensure families' needs are identified and met.
2. Recruits and retains eligible youth and parents to participate in the 21st CCLC Program and ensures that all authorizations and enrollment forms are completed.
3. Provides mentoring, coaching, advocacy, and support to cultivate strong and trusting relationships with individual students, families, and school staff.
4. Establishes and maintains strong and effective professional relationships with school administration, teachers, guidance counselors, and other school-based personnel to facilitate the programs and the external client referrals.
5. Maintains organized and updated physical and electronic files on each student and their family, including relevant documentation such as signed forms and releases. Maintains confidentiality and HIPAA (Health Insurance Portability and Accountability) requirements.
6. Delivers and collects evaluation baseline and exit youth surveys and ensures the confidentiality of data and reviews the outcomes to make program adjustments accordingly.
7. Responds appropriately to emergencies that involve or impact youth safety and security.
8. May deliver emergency food and supplies, as needed to clients.
9. May support PC/POW during monthly family workshops.

SECONDARY RESPONSIBILITIES:

1. Participates in Identity's advocacy activities.
2. Assists with excursions and special events when needed.
3. Performs other duties as assigned, required, or needed.

EDUCATION AND EXPERIENCE:

- High School Diploma required; bachelor's degree preferred.
- Must be bilingual in oral and written English/Spanish.
- Minimum two years of experience working with youth or community outreach/enrichment program.
- Training in Stages of Change, coaching, counseling, or adolescent development is a plus.
- Must be able to pass a federal criminal background check and a Child Protective Services background check.
- Position requires travel between sites and emergency food and supplies delivery as needed. Access to a vehicle, valid driver's license, proof of car insurance, and clean driving record are required.
- Must complete the following training upon hire: Advancing Youth Development, Child Protective Services, HIPAA, CPR/First Aid, etc.
- Must be proficient in MS Office and Zoom.

SKILLS AND ABILITIES:

- Excellent oral and written communication skills in English and Spanish.
- Knowledge of adolescent psychology (including Stages of Change and developmental stages), Positive Youth Development Model, motivational interviewing, and counseling.
- Builds and maintains rapport and trust with clients, staff, and stakeholders to ensure program success.
- Thrives in a fast-paced environment and knows how to prioritize multiple projects to meet deadlines with effective and efficient use of resources.
- Works effectively under pressure while maintaining composure and handles emergencies with professionalism to defuse crisis situations.
- Demonstrates ability to be a positive, open-minded, and collaborative team member who enjoys working towards one goal and enjoys learning from others.
- Continuously demonstrates a strong code of ethics and integrity when fulfilling obligations.
- Demonstrates sound judgment and decision making when working with youth and others. Shows flexibility, initiative, and resourcefulness in all actions and conversations.
- Exerts ethical judgement when fulfilling administrative work with confidential information and during interactions with clients.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.

WORK ENVIRONMENT:

- Schedule is Monday-Thursdays, 7:30 AM-6:30 PM, with a lunch hour break in between. Fridays are off, except for all staff meetings, when the day off will be flexed.
- Position is fully in person with occasional remote flexibility in-between program sessions. Must have Wi-Fi/Internet access and a quiet working environment while working remotely, when needed.
- The ability to lift and move up to 10 lbs.
- Must be able to work a flexible work schedule including some evenings and weekends if needed.
- Semi-private office or open work area with controlled air temperature, noise, and occasional interruptions.

Please send resume and cover letter stating the reasons for your interest in the position to Flor Alfaro, Senior Program Manager, at falfaro@identity-youth.org.