



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Announcement

POSITION TITLE: Youth Development Specialist (2 Positions)

DEPARTMENT: Youth

REPORTS TO: Youth Program Manager

STATUS: Temporary for the summer*: June 24-August 22, 2019
32 hours/week (9:00am-5:30pm, Monday through Thursday)
*Option to extend position past August 23

SUMMARY: ReWA's Youth Development Program consists of afterschool and summer programs that take place at multiple sites in Seattle; these programs focus on project-based learning, social-emotional learning, and academic success through community-oriented projects and tutoring for middle and high school youth. The summer program **Youth Development Specialist** will work in one of ReWA's 6-week summer programs primarily serving middle school youth. Together with another ReWA staff member, the Youth Development Specialist will plan and lead summer program activities for a cohort of 14 youth. Program activities will include: daily opportunities for community-building, intentional activities to develop social-emotional skills, weekly field trips, visits from community partners, and a youth-led project that centers a social justice theme. Outside of program time, the Youth Development Specialist will work closely with their program co-leader to develop curricula/lesson plans, prepare materials, communicate with community partners, and check in with youth/families. This position will report to the Youth Program Manager and get additional professional development support from the Youth Program Curriculum Developer & Strategist.

The right candidate will be adaptable, patient, and confident. Professionally, they will be interested in developing their skill set as a youth worker, working with families from diverse immigrant and refugee backgrounds, and serving youth of color.

WORK RESPONSIBILITIES:

YOUTH DEVELOPMENT SPECIALIST RESPONSIBILITIES:

- Ensure a safe and welcoming environment for all youth, volunteers and staff of all backgrounds.
- Work with a co-leader to plan lessons, prepare materials, and deliver programming.
- Work with a co-leader to do outreach and recruit 12-14 youth to enroll in the summer program.
- Foster a program culture that elevates youth voice, encourages positive stewardship of one's community & environment, and develops social-emotional skills.
- Uphold high expectations for youth performance during and outside of program time.
- Support and provide guidance to volunteers in the program.
- Ensure program documentation is kept up-to-date, including: sign-in sheets, enrollment forms, emergency contact lists, etc.
- Compile monthly reports for both internal and external audiences; submit all reports to the Youth Program Manager for review on time.
- Maintain confidentiality when working with youth; report concerns to the Youth Program Manager, per Washington State Mandated Reporter rules.
- Use the Social-Emotional Learning Program Quality Assessment (SEL PQA) as a foundation for continuous program improvement.
- Safely drive an 8-passenger van for field trips to local parks, museums, etc.

GENERAL REWA YOUTH PROGRAM STAFF RESPONSIBILITIES:

- Communicate and meet regularly with the Youth Program Manager and other Youth Development Program staff to discuss and plan programming, evaluate program and client progress, and ensure program objectives and grant outcomes are being met.
- Maintain confidentiality when working with youth and families.
- Attend monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development trainings and lead at least one teach-back training to other Youth Program staff per year.
- Compile and submit all paperwork including contract reporting, assessment data, timesheets, and other agency forms in a timely manner.
- Complete other duties as assigned by the Youth Program Manager.

MINIMUM QUALIFICATIONS:

- Must be willing to learn quickly and feel comfortable collaborating with colleagues.
- Must be comfortable, calm and clear when presenting information and delivering program sessions to youth.
- Must have experience working with groups of youth in formal or non-formal settings.
- Must have the ability to express yourself effectively, both verbally and in writing, in English.
- Must have intermediate computer skills including experience with Excel, Microsoft Word and email programs.
- Must have a high school diploma or GED.
- Must be a reliable communicator by phone, text, and/or e-mail.
- Must be available for all the dates/times listed.
- Must have a valid driver's license and be willing to drive an 8-passenger van.
- Must be able to pass a Washington State and multi-state background check, as well as present a copy of your driving record.

PREFERRED QUALIFICATIONS:

- Be bilingual, especially in Somali, Amharic, Tigrinya, Oromo, Spanish, or Vietnamese.
- Have an AA or bachelor's degree.
- Have a background in education, social services, or youth development work.
- Demonstrate commitment to supporting and empowering youth and families from diverse cultures and backgrounds.
- Have an understanding of racial equity principals and the institutional barriers that youth of color face.
- Have a desire and willingness to learn and grow professionally.
- Be willing to work flexible hours and possibly some weekends.
- Have First Aid/CPR training.
- Have familiarity with the Youth Program Quality Assessment (YPQA) or the Social-Emotional Learning Program Quality Assessment (SEL PQA).
- Have access to a reliable vehicle and have current insurance.

CLOSING DATE: Open until filled

FOR CONSIDERATION:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US

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