



**Job Title: Youth Specialist/Community Outreach Program (Full Time, Non-Exempt)**

**Program: Cheryl's Lodge**

**Reports to: Community Outreach Program Manager**

**Job Category: Specialist**

Works with individuals and groups to promote positive physical, social and emotional health and safety. May help individuals deal with issues associated with addictions and substance abuse, family, parenting, stress management, self-esteem and aging. May provide educational assistance and direct recreational activities.

**Hiring Range: \$12.30/hour**

**Job Summary:**

Develop, coordinate, and supervise youth activities at CAPTAIN's Outreach Center. More specifically, directly work with the Teens Reaching Heights and Homework Help programming during the academic year, and the Summer Youth Employment Program and the USDA Summer Meal Programs during the summer. Assist with other programming as needed.

**Duties and Responsibilities:**

- Conduct and oversee youth activities at the Outreach Center such as: Teens Reaching Heights, Homework Help, Drop-In Center, Summer Youth Employment, USDA Summer Meals, Life skills Programs for middle and high school students, Youth Mentoring, Newspaper Club, What's Cookin?, Teen Drop In, Field Trips, Community Education and Enrichment activities.
- Provide crisis intervention/behavioral management for youth in programs.
- Supervise volunteer base for youth related programming.
- Complete documentation and reports as needed.
- Assist with management and maintenance of Outreach Center facility and programming.
- Engage and develop rapport with disenfranchised, discarded, runaway, homeless, near homeless, street involved and vulnerable youth within the Halfmoon Heights community.
- Other assignments as required and identified by the Outreach Center Program Manager.
- **Support Agency programs at the Clifton Park Office whenever the Outreach Center duties are light, typically school vacation weeks and early and late summer, reporting to the Program Director.**

**Skills Required:**

- Ability to work with all ages.
- Knowledge of community resources.
- Positive image for CAPTAIN and a dedicated youth advocate.
- **Able to have flexible, irregular work hours.**

- Able to multi-task and work in a team environment.
- Ability to work with a diverse client base and staff in a professional manner as part of a team.

**Qualifications:**

- BA Preferred, Associates Degree with experience considered
- Must possess a valid and clean NYS Drivers License and provide evidence of appropriate insurance coverage.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good communication skills and proven ability to work with adolescents and children.
- Ability to lift up to 30 lbs.

**Employer Disclaimer:**

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Updated 3/18

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