



Job Title:	Youth Engagement Specialist		
Department/Group:	After School		
Location:	Varies	Travel Required:	Varies
Level/Salary Range:	Varies	Position Type:	Contract/Part-Time
HR Contact:	Edwina Freeman		

Youth Engagement Specialists operate as positive role models for students as a part of the DYMON Program. Specialists are responsible for providing a fun, safe, and enjoyable experience for participants enrolled in the Program.

Job Description
<p>POSITION PURPOSE:</p> <p>To further the mission of the organization’s after school programming and to develop and deliver curriculum that is relevant to the student’s age and abilities.</p>
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● Facilitate weekly programming activities and maintain student attendance records. ● Provide daily/weekly student progress information to the youth program coordinator. ● Attend and chaperone students on off-site field trips. ● Attend mandatory in-service training(s) and get required certifications (if applicable). ● Be prepared to switch to virtual programming if mandated. ● Ensure that you and the youth are complying to CDC’s and MNPS’ COVID guidelines, and there is a daily minimum of 1:15 staff to student ratio during the program.
<p>OTHER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ● Submit accurate, timely, written reports. ● Aid in or handle special assignments as directed. ● Complete basic administrative work.
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> ● Bachelor’s degree preferred in social work, psychology, volunteer management or 5+ years of work experience in youth development and youth/program coordination. ● Two or more years’ experience in mentoring and youth development, working within community organizations and/or schools required. ● Mandatory CPR and First Aid Certifications. (Training provided) ● Experience working in racially, ethnically, and socioeconomically diverse communities preferred
<p>EDUCATION REQUIREMENTS:</p> <ul style="list-style-type: none"> ● Must demonstrate awareness and acceptance of cultural differences of clients, staff, and community contacts.

- Successful clearance of local and/or state background checks
- Strong communication skills, both oral and written.
- Ability to plan and implement quality programs for youth.
- Computer literacy and competency
- Efficient planner - must be able to organize and schedule work priorities.
- Demonstrated ability to make decisions and judgments with youth safety and security foremost.
- Demonstrated ability to appropriately handle confidential and sensitive information.
- Demonstrated ability to accept and follow through on supervisory direction.
- Demonstrated ability to establish appropriate relationships and to effectively influence teens in a manner consistent with organization values.
- Valid driver's license, clear driving record and current automobile insurance.
- Must pass TBI Background check and all internal background verification requirements;
- Must have proficient, documented background experience and training in related area;
- Ability to interact with all age levels serving

ADDITIONAL NOTES:

List of benefits of working with DYMON to job descriptions

- Holistic working environment
- Mentorship
- Paid Professional Development Trainings
- Yearly Bonuses and Incentives
- Positive Work Environment
- Being a part of the major impact in youth lives
- Countless opportunities for expansion in personal development
- Scholarship opportunities for collegiate staff
- Paid self-care activities and workshops
- Full-time and part-time positions
- Full-time benefits: health insurance, dental insurance, funded retirement, paid vacations, and paid holidays

Reviewed By:	Edwina Freeman	Date:	January 2022
Approved By:	Brittany Tyler	Date:	January 2022
Last Updated By:	Angel Adams	Date/Time:	January 2022