



YOUTH ENGAGEMENT SPECIALIST

Job Description

Job Title: Youth Engagement Specialist

Employment Status: Part-Time, Non-Exempt

Compensation: \$17.00 per hour

Reports To: Site Coordinator and Program Director

Position Summary

The Youth Engagement Specialist (YES) is responsible for actively engaging students in DYMON's afterschool and youth development programs while supporting the successful implementation of daily activities. This part-time position follows lesson plans organized by the Site Coordinator and Program Director, tracks attendance, supports student recruitment and retention, builds positive relationships with parents and guardians, and maintains compliance with all DYMON policies and safety standards.

Schedule & Availability

This position requires reliable availability within the following schedule:

- On-site program hours: Monday–Thursday, 3:30 PM – 6:30 PM.
- Administrative time: up to 1–2 hours per week (virtual meetings, trainings, emails, parent calls, planning).
- One monthly in-person team meeting (2 hours, paid).

Student Engagement

- Build positive, supportive relationships with students.
- Actively participate in daily educational, enrichment, and recreational activities.
- Encourage student participation, teamwork, leadership, and positive behavior.
- Foster a safe, engaging, inclusive, and respectful learning environment.

Lesson Plan Implementation

- Follow lesson plans and activity schedules provided by the Site Coordinator and Program Director.
- Assist with preparing instructional materials and activity spaces.
- Facilitate assigned activities with consistency and enthusiasm.
- Communicate student progress, concerns, and activity feedback to the Site Coordinator.

Attendance & Data Management

- Accurately record and verify daily student attendance.
- Assist with maintaining required student records and submit attendance information by established deadlines.

Student Recruitment & Retention

- Assist with recruiting eligible students into the program.
- Encourage consistent attendance and active participation.
- Help implement strategies that improve student engagement and retention.



Parent Engagement

- Maintain professional communication with parents and guardians.
- Welcome families, support parent engagement activities, and refer questions or concerns to the Site Coordinator when appropriate.

Compliance & Safety

- Maintain active supervision, follow all DYMON and school-site policies and safety procedures, document incidents promptly, protect student confidentiality, and maintain required compliance records.

Team Collaboration

- Work collaboratively with the Site Coordinator, Program Director, and fellow staff members.
- Support daily program operations, special events, setup, cleanup, and inventory as needed.

Reporting & Administration

- Report student concerns, behavioral issues, and program needs to the Site Coordinator.
- Complete assigned reports and documentation and attend required staff meetings and trainings.

Qualifications

High school diploma or equivalent required. Compensation commensurate with experience
Minimum 2 years of experience working with youth in an educational, afterschool, recreation, or community-based setting preferred. Strong communication, teamwork, organization, and classroom management skills required. Ability to build positive relationships with students, families, and staff is essential.

Core Competencies

Student Engagement • Program Implementation • Attendance Management • Recruitment & Retention • Parent Engagement • Safety & Compliance • Teamwork • Communication • Accountability

Performance Expectations

- Maintain positive relationships with students and families.
- Implement lesson plans consistently and effectively.
- Maintain accurate attendance and all required documentation.
- Support student recruitment and retention efforts.
- Follow all safety, compliance, and program procedures while demonstrating professionalism, reliability, and teamwork.

Benefits (Part-Time)

- Affordable self-pay health, dental, and vision insurance
- Life insurance benefit up to \$20,000
- Employee Assistance Program (EAP)
- Professional development opportunities
- Positive work environment



Our DYMON Commitment

At DYMON in the Rough (Dynamic Young Minorities of Nashville), we believe every young person deserves a community that sees their potential and equips them for the future. Guided by the belief that it takes a village to raise a child, we are committed to developing confident, compassionate, and purpose-driven leaders who are prepared to thrive in an ever-changing world.

As a Youth Engagement Specialist, you will play a vital role in shaping the next generation by creating a safe, inclusive, and empowering environment where students are encouraged to grow academically, socially, emotionally, and personally. Through meaningful relationships, mentorship, and innovative programming, you will help inspire youth to discover their strengths, develop future-ready skills, and pursue lives of purpose and impact.

Every interaction should reflect DYMON's core values of Integrity, Village, Sisterhood, Respect, Education, Purpose, and Self-Esteem, ensuring that each student is supported today while being prepared to lead tomorrow.