

JOB DESCRIPTION



Job Title: **Youth Development Specialist (YDS)**
Job Type: Salaried
Employment Status: FT, Exempt
Reports to: Senior Director of Middle School Programs

Department: Programs Division
Salary Range: \$45,000 - \$55,000
Revision Date: 9/23/2025

Position Summary:

We are seeking a dedicated and compassionate Youth Development Specialist to become an integral part of our team. As the primary liaison for youth and families engaging with our programs, the Youth Development Specialist will need exceptional communication abilities, empathy, and a steadfast commitment to connecting young individuals with resources and opportunities. This role is pivotal in nurturing the personal, academic, and professional development of youth. We seek an individual who is deeply passionate about empowering young people to surmount obstacles and realize their aspirations. This position involves working closely with youth from diverse backgrounds, providing mentorship, facilitating programs, and fostering positive relationships within the community.

Key Responsibilities

Program Growth and Participant Recruitment

Youth, Family, and Community Engagement

- Conduct outreach activities to promote youth development programs and engage with potential participants.
- Create and maintain meaningful and impactful relationships with youth, families, school administrators, community leaders and members, to increase program visibility and participation.
- Lead or co-facilitate orientations, workshops, and goal-setting sessions with youth and caregivers.
- Attend community events and foster connections and visibility with partner organizations.

Enrollment Assistance and Needs Assessment

- Assist youth and families in completing program applications, enrollment forms, and related paperwork.
- Provide information about program requirements, eligibility criteria, and available resources.
- Address questions, concerns, and barriers to participation in a supportive and nonjudgemental manner
- Lead or co-facilitate orientations, workshops, and goal-setting sessions with youth and caregivers.
- Conduct initial assessments to identify the needs, interests, and goals of youth participants.
- Listen actively and empathetically to the concerns and aspirations of youth and families.
- Collaborate with youth to develop personalized plans and pathways for success.

Program Orientation and Transition

- Facilitate program orientation sessions to familiarize enrolled participants with program expectations, policies, and procedures.
- Assist with the transition process for youth entering the program, including orientation to program staff, facilities, and activities.
- Provide ongoing support and guidance to help youth acclimate to the program environment and build connections with peers and mentors.

Program Operations and Participant Retention

Case Management & Individualized Success Coaching

- Provide one-on-one coaching and support to youth participants to identify their strengths, interests, and goals.
- Assist youth in developing personalized success plans and action steps to achieve their objectives.
- Offer guidance, encouragement, and accountability to help youth navigate challenges and setbacks.

Goal Setting and Monitoring

- Collaborate with youth to establish short-term and long-term goals in areas such as academics, career readiness, personal development, and life skills.
- Monitor progress towards goals, track milestones, and celebrate achievements with youth participants.
- Adjust strategies and interventions as needed to support youth in overcoming obstacles and staying on track.

Academic Support and Career Exploration

- Assist youth with academic planning, study skills, and accessing educational resources.
- Coordinate career exploration activities, job shadowing opportunities, and internships to expose youth to diverse career pathways.
- Connect youth with mentors, professionals, and industry experts to expand their networks and learn about potential career options.

Life Skills Development

- Facilitate workshops, training sessions, and group activities focused on essential life skills, including communication, problem-solving, time management, and decision-making.
- Provide resources, tools, and strategies to help youth build resilience, self-confidence, and self-efficacy.
- Foster a supportive and inclusive environment where youth feel empowered to explore their interests and talents.

Support Services

Resource Referrals

- Provide one-on-one coaching and support to youth participants to identify their strengths, interests, and goals.
- Assist youth in developing personalized success plans and action steps to achieve their objectives.
- Offer guidance, encouragement, and accountability to help youth navigate challenges and setbacks.

Advocacy and Referrals:

- Advocate for the needs and interests of youth within the organization and the community.
- Collaborate with external partners, service providers, and agencies to access resources and support services for youth participants.
- Make appropriate referrals for additional support, counseling, or specialized services as needed.

Compliance and Risk Management

Data, Reporting, and Compliance

- Monitor site data collection practices to ensure accuracy and consistency.
- Assist with tracking attendance, participation, and success indicators.
- Submit all required grant data in a timely manner

Safety and Risk Management

- Apply TSC policies and procedures, including those related to best practices, emergency procedures, medical and disciplinary situations.
- Monitor youth activities in the center and specific areas of program use. Assist in inspecting TSC building zones to ensure the safety, orderliness, sanitation and cleanliness of facilities.
- Reporting any items that may cause a health or safety hazard to staff, members or guests to the Program Director or Senior Director
- Immediately report any suspicious behavior and violations of policy and procedures to your supervisor.
- In collaboration with the Senior Director, coordinate transportation logistics for program participants including scheduling pickups/drop-offs, communicating with families, and ensuring compliance with safety regulations and organizational policies.
- Use discretion and independent judgment in handling confidential and sensitive information in connection with TSC program responsibilities and communication to/from leadership, staff, vendors, and guests.

Education and Qualifications

- Bachelor's degree (bachelor's degree in social work, psychology, education, or related field preferred) or some college and five years experience or high school diploma and ten years experience in related field required.
- Previous experience in enrollment management, counseling, youth development, or related field preferred.
- Excellent interpersonal skills and the ability to establish rapport with youth and families from diverse backgrounds.
- Strong communication skills, both verbal and written.
- Empathy, patience, and the ability to actively listen to the needs of others.
- Knowledge of community resources, social services, and support networks.
- Ability to work independently and as part of a team in a fast-paced environment.
- Flexibility to work evenings and weekends as needed.
- Commitment to the organization's mission and values.

This position offers an exciting opportunity to make a meaningful impact on the lives of young people by facilitating access to transformative programs and services. If you are passionate about youth development and possess the skills and qualifications outlined above, we encourage you to apply and join our team as a Youth Development Specialist.

Compensation and Benefits

- Competitive salary
- Medical, vision, dental, long & short-term disability, and life insurance after 30 days
- 401K with match option after 90 days of employment
- Generous Paid Time Off (PTO) package

****How to Apply:****

Interested candidates should submit their cover letter, resume, and any relevant supporting documents to Careers at Career@theskillscenter.org. Please include "Youth Development Specialist Application" in the subject line.

The Skills Center is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.