

JOB DESCRIPTION



Job Title: **Summer Youth Development Specialist (YDS)**

Division: Programs

Job Type: Hourly

Department: Youth Opportunity/The Collab

Employment Status: PT, Seasonal

Salary Range: \$15-\$20 per hour

Reports to: Program Director

Revision Date: 4/2026

Position Summary:

The Summer Youth Development Specialist is a liaison for youth and families engaging with our programs and supports the daily operations and delivery of youth programs under the direction of the Program Director. The Summer Youth Development Specialist will need exceptional communication abilities, empathy, and a steadfast commitment to connecting young individuals with resources and opportunities. This role will support with nurturing the personal, academic, and professional development of youth. This role helps implement engaging youth development social, emotional, and leadership skills while having fun in a structured environment.

Key Responsibilities

Program Growth and Participant Recruitment

Youth, Family, and Community Engagement

- Create and maintain meaningful and impactful relationships with youth, families, and community members, to increase program visibility and participation.
- Support the-facilitation of orientations, workshops, and goal-setting sessions with youth and caregivers.

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 nonjudgmental manner
- Lead or co-facilitate orientations, workshops, and goal-setting sessions with youth and caregivers.

Program Orientation and Transition

- Support 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

Program Support and Facilitation

- Provide one-on-one coaching and support to youth participants to identify their strengths, interests, and goals.
- Support Youth Development Specialist in developing personalized success plans and action steps to achieve their objectives.
- Offer guidance, encouragement, and accountability to help youth navigate challenges and setbacks.
- Assist Youth Development Specialist with planning and leading youth programs, workshops and activities.
- Help set up and break down materials and equipment for daily sessions, including sports related activities.

Academic Support and Career Exploration

- Assist youth with academic planning, study skills, and accessing educational resources.
- Assist with the coordination of career exploration activities, job shadowing opportunities, and internships to expose youth to diverse career pathways.

Life Skills Development

- Assist with or co-facilitate workshops, training sessions, and group activities focused on essential life skills, including communication, problem-solving, time management, and decision-making.
- Foster a supportive and inclusive environment where youth feel empowered to explore their interests and talents.

Compliance and Risk Management

Data, Reporting, and Compliance

- Assist in collecting participant data, surveys, or evaluations.
- 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.
- 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

- 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.
- 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.

Compensation and Benefits

- Competitive hourly wage
- Professional development and training opportunities
- Opportunities for advancement within the organization

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

Interested candidates should submit their cover letter, resume, and any relevant supporting documents to Careers at Careers@theskillscenter.org. Please include "Summer 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.