

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Youth Development Specialist
<u>Department:</u>	SBYSP
<u>Location:</u>	Perth Amboy, NJ
<u>Reports To:</u>	Program Director
<u>Salary Range:</u>	\$29,000-\$33,000/Annually

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the Jewish Renaissance Foundation.

Job Summary:

As a Youth Development Specialist you are responsible for increasing healthy behaviors associated with successful school achievement and overall youth development. The JRF serves as a committed member to the Perth Amboy Board of Education in providing School Based Youth Services to students. Located at the Perth Amboy High School, the JRF staff provides individual, group counseling, case management, assistance with college/university applications, scholarships, and recreation activities. This position reports directly to the Program Director.

Responsibilities:

- Develops and implements programs geared to support the growth and development of young people through their high school years such as college readiness, employment readiness, violence prevention, health education, leadership development, decision making, community service, etc.
- Designs, chooses, and implements recreational and special events and appropriate projects for the school.
- Initiates and coordinates new and creative program activities. Promoting and stimulating program participation.
- Assist Program Director in creating outreach campaigns, social media campaigns, face-to-face events and a Newsletter.
- Assist Program Director in developing the summer enrichment programs.
- Under the guidance of the Program Director, is an active member and coordinator of the conflict resolution team.
- Monitoring and evaluation of program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.
- Engages students regarding opportunities and expectations, as well as general participation.
- Assist with Sustainability Planning.
- Provides counseling to youth when requested by the Program Director.
- Provides information to, and helps maintain connections to already existing school and community resources.

- Supports the counselors and works closely with all staff to carry out school and program goals.
- Works cooperatively and supportively with PAHS personnel.
- Provides academic assistance services to PAHS students.
- Plans, coordinates, and executes events and other programming focused on preparing students for college and/or entering the workforce.
- Engages students in online platforms
- Presents information and material in online platforms
- Research new and different online platforms to engage students
- Other duties as assigned.

Qualifications:

- Bachelor's Degree preferred; Associates Degree accepted with documentation of at least two (2) years of full-time work experience as a youth services worker.
- Innovative thinker who has the ability to initiate new ideas, exhibit creativity, flexible thinking and adjust to new concepts and technologies.
- Ability and willingness to achieve organizational and individual goals by seizing opportunities and learning from experiences.
- Bi-lingual and bi-cultural Spanish and English.
- Strong verbal and written communication and documenting skills.
- Must be organized, assertive, and detail oriented.
- High degree of independence, flexibility, initiative and commitment.
- Ability to effectively present information and respond to questions from students, parents, administrative staff, and the general public.
- Demonstrated ability to exercise discretion with highly confidential information is mandatory.
- Demonstrated ability to multi-task in a fast paced, team oriented environment.
- Having highly effective organizational and time management skills.
- Well organized and able to respond quickly and effectively to emergency circumstances.
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, Excel, Access, and Outlook.
- Experience utilizing Google Drive a plus.