



Position: Youth Advisor
Department: Youth & Education Services
Salary: Competitive Full-Time Compensation & Benefits Package

The ASP Youth Advisor models, maintains, and enhances the environment where middle and high school students expand knowledge, build social skills, and share educational and recreational experiences. General responsibilities include providing direct supervision of youth groups ages 9-12 and 13-18 under the direction of the ASP Assistant Manager. This includes supervising youth while at Teen Center, across service campus, and on field trips, managing arrival/dismissal procedures, assisting youth with homework, elected and essential projects, distributing snacks and meals, and planning, coordinating, and leading service-learning projects, group discussions, recreational activities, and special committees. The Youth Advisor is also responsible for scheduling and assigning tasks, and working with youth to complete tasks as assigned. The Youth Advisor maintains order and discipline among youth using established Standard Operating Procedures and approved intervention techniques to diffuse escalating situations.

Essential Functions:

- Monitor, record and report-out results of activities, youth level of engagement, and observations on execution of tasks and projects.
- Brainstorm creative ways to provide and continue execution of quality programming.
- Report any unusual behavior and maintain daily observation log. It is expected that staff will utilize crisis intervention techniques with an emphasis on being proactive in addressing potential conflict and not allowing behaviors to escalate.
- Oversee youth-led committees for special projects, events, and programs.
- Participate in offsite recruitment, attend field trips, trainings, or special programs and events.
- Ensure the Teen Center is properly clean, neat, organized, and safe for youth at all times. It is the responsibility of all staff to maintain a culture of cleanliness which includes specific cleaning duties as assigned and/or general cleaning, organizing, inventorying, etc.
- Adhere to UVSO procedures and policies for safe operation of programs.

Additional Responsibilities

- Complete monitoring notes, incident reports, and youth profiles.
- Facilitate and/or support small group sessions
- Participate in trainings and debrief meetings
- Complete various clerical aspects of intake and oversight processes.
- Provide First Aid, drive Teen Center van if licensed by United States and over 21 years of age as needed
- Perform other related duties as assigned by immediate supervisor or leadership for the purpose of ensuring the efficient and effective functioning of the program.

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.



Position: Youth Advisor
Department: Youth & Education Services
Salary: Competitive Full-Time Compensation & Benefits Package

Key Qualifications

- Associates or Bachelors degree from an accredited college or university preferred; Matriculating students are encouraged to apply. Candidates with 4+ years' experience in youth engagement, development, and empowerment will also be strongly considered.
- A demonstrated passion for working with youth and a demonstrated belief in UVSO's mission.
- Must have ability to read, write, produce and synthesize data, and translate program successes into usable content for funder, parent, and community audiences.
- A demonstrated belief in UVSO's mission of creating a stable and compassionate community.
- Superlative analytic, organizational, critical thinking and written, verbal and digital communication skills.
- Ability to effectively communicate with diverse stakeholders (youth, parents, parents, elder caregivers, diverse cultures, peers and supervisors).
- Ability to inspire youth, parents and community to volunteer, engage, and build comradery.
- Previous experience working with community organizations

Physical Requirements/Work Environment:

Must be able to function under fast-paced and noisy conditions. Candidate should be physically fit to engage in youth activities and programs when necessary. Position may require being on feet for long periods of time. Physical requirements include: sight, hearing, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50lbs.

Must have valid United States Driver's License.

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.