



BOOKER T. WASHINGTON

COMMUNITY SERVICE CENTER

Job Title: Youth Specialist - Middle School

Schedule: 40 hours/week

FLSA: Non-Exempt, Full Time

Pay Range: \$26 an hour

Mission:

[The Booker T. Washington Community Service Center](#)'s mission is to empower the lives of our community by offering individuals and families the services and support they need to become self-sufficient. The oldest Black-led, Black-serving organization in San Francisco, BTWCSC has been a beacon of support and light for the Fillmore/Western Addition community for more than a century. We work to reduce economic and racial disparities by serving as a one-stop hub that provides affordable housing, education, senior services, family stabilization, workforce development, and community building. BTWCSC is an anchor institution and is one of the few urban spaces where anyone in the community can access comprehensive services, from a hot meal to childcare to academic support to senior services.

Summary: The person selected for this position will be under the direct supervision of the BTW Director of Programs and Youth Programs Manager and will be responsible for providing an appropriately safe, caring and enriching environment for middle-schoolers enrolled in the BTWCSC summer and afterschool youth programs. Specialists are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the BTWCSC core values. Specialists are responsible for complying with all BTWCSC childcare and program policies and procedures.

ESSENTIAL FUNCTIONS & JOB DUTIES:

KEY AREAS OF RESPONSIBILITY:

- Deliver high-quality programming and operational support to BTWCSC youth programs.
- Develop and implement lesson plans and age appropriate activities for 5th-8th grade youth.
- Adhere to policies as stated in the BTWCSC employee, childcare and program policies and procedures manual and in subsequent BTWCSC training and meetings.
- Attend staff meetings and trainings as they arise
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, and co-workers.
- Communicate with the Director of Programs, Program Manager, and Youth Specialists, as needed.
- Initiate and maintain positive relationships with BTWCSC staff and building partners including John Burton housing Staff, front desk staff, custodial staff, and other community members of key importance to the youth programs.

- Keep a consistent headcount on children present; communicate changes with all other staff
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the Program areas, facility and BTWCSC van.
- Maintain accurate documentation of attendance, absences, and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Maintain all supplies, equipment, and materials; inform the Director of Programs or Programs Manager when new/additional supplies are needed
- Ensure that all staff and children are respectful of BTWCSC property; ensure all school rules are followed.

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive reinforcement; teach and redirect rather than scolding or reprimanding them; firmly and respectfully consistently enforce the rules
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them)
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips.
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports)
- Express appreciation for their interest in their child(s) participation in the program

JOB QUALIFICATIONS:

EDUCATION:

- 18 years of age or older.
- HS Diploma or General Equivalent Diploma required, College degree preferred.
- Direct experience working with middle school-aged children
- Teaching Credential desired

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.

- To meet program goals as outlined in BTW Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce BTWCSC guidelines related to internal policies

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats (e.g paper and digital)
- Must have adequate hearing to respond to members and interact with the public.
- Ability to stand for up to 5 hours
- Ability to run up to 100 yards (in the case of a emergency)

PROFESSIONAL EXPECTATIONS:

The Youth Specialist will exhibit and represent behaviors consistent with the expectations within the BTWCSC competency guidelines listed below:.

- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

BTWCSC is an Equal Opportunity Employer.

To apply, please email Human Resources Director at Nichelle Miller at Nmiller@btwcsc.org