



Job Title: Youth Specialist - Middle School

Schedule and FLSA: 40 hours/week, Non-Exempt, Full Time

Pay Range: \$60-65k

Location: San Francisco, CA 100% in-person

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. Serving over 3,500 people a year, 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. The Center is located at 800 Presidio Ave in San Francisco, CA.

Position Summary: The person selected for this position will be under the direct supervision of the Associate Director, Expanded Learning and Enrichment 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 adequately conducting themselves, setting an example for children, parents, and co-workers by reflecting the BTWCSC core values of compassion, collaboration, grace and grit. Specialists are responsible for complying with all BTWCSC childcare and program policies and procedures.

ESSENTIAL DUTIES: (Other duties may be assigned.)

- 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 stated in the BTWCSC employee, childcare, and program policies and procedures manual and subsequent BTWCSC training and meetings.
- Attend staff meetings and training as they arise.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, and co-workers.
- Communicate with the Associate Director, Expanded Learning and Enrichment, 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 crucial importance to the youth programs.
- Keep a consistent headcount of 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 policies adopted by emergency service authorities to ensure the safety of the children and staff.
- Maintain all supplies, equipment, and materials; inform the Associate Director, Expanded Learning and Enrichment or Programs Manager, when new/additional supplies are needed.

- Ensure all staff and children respect BTWCSC property and follow all school rules.

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to and treat them with dignity and respect.
- Always show 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 develop positive self-esteem and a 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, and permission slips.
- Communicate daily regarding their children's behavior, 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:

- Must be 18 years of age or older.
- HS Diploma or General Equivalent Diploma.
- Experience working with a variety of youth in a classroom setting is highly desired.

Certification, Licensure, Training: Applicants must complete all requirements of this job such as ServSafe and child reporting training.

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

- Supervising clients and serving as a positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the BTWCSC 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 Center needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both verbally and in writing.
- Learn, follow and enforce BTWCSC guidelines related to internal policies.

PROFESSIONAL EXPECTATIONS: In addition to the responsibilities, candidates will exhibit and represent

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behaviors consistent with the expectations within the BTWCSC competency guidelines listed below:

- Demonstrates a desire to serve others and fulfill community needs for vulnerable populations.
- 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.

PHYSICAL REQUIREMENTS: Must be able to move 35 pounds safely. Must be able to effectively review documents. Must be able to adequately communicate to respond to members and interact with the public. Must be able to remain in a stationary position during shift. Physical requirements are also typical of those needed in an office environment.

SCHEDULE: Regular business hours, Monday – Friday, 9am to 6pm. Occasional night or weekend hours as needed. Additional hours required for program activities include, but are not limited to, BTW events, evening and late-night duty, field trips, and/or staff meetings; a calendar will be provided in advance.

HEALTH & SAFETY: BTWCSC has implemented an org-wide vaccination requirement that requires all new staff to be fully vaccinated before their first day of work. We have made this decision for the safety of our participants and employees and to enhance our ability to continue to provide the vital services we offer to our participants. As part of the onboarding process, new hires will be asked to submit proof of vaccination status prior to their first day of employment. If you are unable to get vaccinated against COVID-19 for medical or religious reasons, you can request reasonable accommodation. An interactive meeting will be scheduled to discuss your request.

Benefits and Compensation:

BTWCSC offers a competitive compensation package with paid time off and holidays, generous health and retirement benefits, and a salary commensurate with experience. This position is full-time and non-exempt with an annual salary range of \$60,000 - 65,000 plus a full benefits package, including:

- 100% employer covered excellent health, dental, and vision benefits
- Paid time off, including 15 days paid vacation, plus holidays and Center breaks/closures
- Workers compensation;
- Employee assistance program;
- Monthly wellness benefit after 90 days;
- Access to daily meals;
- Commuter benefits;
- Life and disability insurance;
- 401(k) with employer contribution;
- Professional development opportunities, including conferences, seminars, webinars, and trainings

BTWCSC is an Equal Opportunity Employer, committed to hiring a diverse workforce. All openings will be filled based on qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, age, religion or any other classification protected by law. Pursuant to

the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To Apply:

- People of color and candidates with lived experience are strongly encouraged to apply.
- Please submit the following:
 - Cover letter detailing your fit and qualifications for the position
 - Resume or CV
 - Minimum of 2-3 references including at least one recent supervisors
 - Application submission screening will be completed on a rolling basis