



Urban League of
Greater Hartford

*Empowering Communities.
Changing Lives.*

Title: Youth Development Specialist

Department: Education and Youth Development

Supervisor: Director of Education and Youth Development

Purpose of Position: Coordinate, plan, and conduct program services and learning activities for youth participants to achieve program outcome goals.

Job Responsibilities

- ❖ Coordinate, plan, and conduct program services and learning activities for participants to achieve program outcome goals.
- ❖ Recruit and motivate participants to ensure achievement of program retention goals.
- ❖ Supervise and ensure safety of participants.
- ❖ Demonstrate positive values and ethical behavior through quality of programs and appearance of the unit at all times.
- ❖ Generate and maintain accurate program records and reports and submit them in a timely manner.
- ❖ Maintain positive relationships with youth, their parents and/or guardians and school and program staff
- ❖ Display a high level of enthusiasm and commitment.
- ❖ Perform other related duties as assigned by management staff.
- ❖

Standards for Measuring Performance

- ❖ Excellent written and oral communication skills
- ❖ Excellent organizational skills
- ❖ Ability to work effectively with youth of diverse backgrounds, skills and abilities
- ❖ Must be able to operate a personal computer using Microsoft Office
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals
- ❖ Ability to balance the needs and expectations of multiple constituents
- ❖ Positive and team-oriented attitude

Education/Experience

- ❖ 4 year college degree and knowledge of youth development with a minimum of two (2) years experience in youth programs
- ❖ Excellent communication skills, both written and oral
- ❖ Bi-lingual, English/Spanish preferred
- ❖ Ability to deal with the general public in a professional, courteous manner
- ❖ Ability to work weekends if required

Required Skills/Abilities:

Knowledge of Internet, including social media, computers and computer software, including Word, Excel, Outlook and PowerPoint

Other

Must have a valid Connecticut driver's license and reliable transportation.

Signature: _____ Date: _____