**Job Title:**Community Learning Center **(**CLC) Youth Specialist

**Reports To:**        CLC Coordinator

**FLSA Status:**      Part time, Seasonal

**Prepared Date:**  July 21, 2016

**Site Location:**    Various Locations

**Start Date:** September 2016 (Date TBD)

**Our Vision:**

Every individual and family in Clarke Square will be given the tools and resources to succeed and contribute personally, professionally, and civically to the neighborhood and our greater Milwaukee community.

**Summary:** Under the supervision and guidance of the Community Learning Center (CLC) Coordinator, the primary responsibility of the CLC Youth Specialist is to coordinate and facilitate age appropriate education, arts, and recreation programs and activities for CLC participants.

**Essential Duties and Responsibilities** include the following.  Other duties may be assigned in line with individual’s experiences and qualifications.

* Work with fellow staff to develop and implement fun, educational programming.
* Provide CLC Coordinator with activity updates and program descriptions.
* Ensure a safe, constructive educational and recreational environment for all CLC participants.
* Interact appropriately and professionally with participants.
* Follow rules, regulations and expectations as conveyed by Journey House, and MPS School policies and procedures.
* Represent Journey House and the MPS School in a professional manner.
* Ensure that accurate, up-to-date program participation attendance and activity information is maintained.
* Attend Journey House, School, and MPS meetings, professional development opportunities, and events as required.

**OTHER DUTIES** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Supervisory Responsibilities:** None

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

* High School Degree, or GED/HSED or active participation in high school/GED program required.
* BA/BS in social work, education, or commensurate experience preferred.
* Experience working with urban teens from diverse cultural backgrounds.
* Ability to communicate effectively both orally and in writing.
* Knowledge of youth programs delivery methods.
* Creative, innovative, flexible, ability to work without direct supervision and with limited resources.
* Ability to adjust to crisis situations, motivate others, and good listening skills.

**LICENSES:** Valid Wisconsin Driver’s License and insurance required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is regularly required to talk and hear.  The employee frequently is required to sit.  The employee is occasionally required to use hands to finger, handle, or feel.  Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**Submit Letter on Interest, Resume, and Career History Form by email to:**

[**jobs@journeyhouse.org**](mailto:jobs@journeyhouse.org)

**Career History Form can be downloaded from our website:** [**www.journeyhouse.org**](http://www.journeyhouse.org)**.**

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORKPLACE**