



EMPLOYMENT OPPORTUNITY

Position: Youth Development Specialist (Full-time, Non-exempt) **Unit:** Youth Services **Date:** 02/03/2012
Reports To: Youth Services Coordinator **Positions:** 1 **Salary:** \$29,000 – 31,000 annually DOE, with BENEFITS

Summary: Under the supervision of the Youth Services Coordinator, the Youth Development (YD) Specialist is a direct service position responsible for the overseeing two youth programs, one designed around community drug prevention and leadership, and another geared towards life skills development arts enrichment, and community engagement. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position.

Duties / Responsibilities:

- **Develop and implement community youth drug abuse prevention program:**
 - Prepare and complete relevant needs assessments and accompanying surveys to member groups;
 - Research local alcohol and drug control efforts in the local community area such as local project data and scope of work;
 - Outreach and train Koreatown youth to determine the overall goals and objectives to be accomplished with the project;
 - Organize and implement community drug/alcohol awareness/prevention events and meetings with Youth Drug Abuse Prevention Program;
 - Organize and maintain all paperwork pertaining to the contract; and
 - Submit weekly reports to the LA County Department of Health, Substance Abuse Prevention and Control.
- **Develop and implement life skills, community engagement, and arts/media program for youth who are on probation:**
 - Conduct bi-weekly life skills and arts/media workshops for all program participants;
 - Maintain quality case management;
 - Report to the Supervisor on the progress;
 - Conduct outreach and enroll a total of at least 25 unduplicated youth and track all new and returning;
 - Build and maintain a support network comprised of schools, community based organizations, probation officers, parents, therapists, and other tools for advancement;
 - Establish and maintain good working relations with Probation Officers in Los Angeles;
 - Provide supervision and maintain quality services for all participants;
 - Implement program evaluation tool and track results to gauge student performance and program impact;
 - Organize and maintain all paperwork pertaining to the contract; and
 - Submit monthly reports, billing, and quarterly calendars in a timely manner.
- **Attend relevant meetings, trainings and community events; and**
- **Other related duties as assigned by the Youth Services Coordinator.**

Minimum Requirements / Qualifications:

- A high school diploma or equivalent AND two (2) years work experience working with high risk youth;
- Knowledge and/or experience working with youth and families from various socio-economic and cultural backgrounds;
- **Bilingual capacity (English/Spanish);**
- Ability to develop and implement life skills, leadership, community engagement, and arts/media workshops;
- Ability to supervise/teach instructional lessons in operation of youth programs;
- Ability to work collaboratively with others and a willingness to participate fully in a team process;
- Possess flexibility, initiative and ability to work under pressure;
- Strong interpersonal, organizational, written and communication skills with colleagues, clients and representatives from other community organizations;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment and competency to work with a multi-cultural community;
- Demonstrable working knowledge of the use and operation of personal computers;
- Proof of passing a TB test and fingerprinting clearance (Live Scan);
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance;
- Proof of eligibility to work in the United States; and



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- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- At least two (2) years post-secondary education; and
- Certification in CPR and First-Aid training.

Application Instructions:

Send Resume AND Cover Letter to

Koreatown Youth & Community Center

ATTN: Ashley Kim, Personnel Officer

3727 West 6th Street, Suite 300

Los Angeles, CA 90020

FAX: 213-927-0017

E-mail: Personnel@kyccla.org

****Please specify the position for which you are applying.**