



## **JOB POSTING**

**Job Title:** Youth Development Specialist

**Program/ Department:** Fostering the Future, Youth Development Initiative

**Salary/Wage:** 15K - 20K, DOE

**Status:** part-time, 16-20 hours per week, exempt

### **PROGRAM DESCRIPTION:**

Fostering the Future is a collaborative project between Human Services Agency, Edgewood, Youth and Family Enrichment Services (YFES), San Mateo County Community College District, the Law Foundation of Silicon Valley, and the Silicon Valley Community Foundation. Fostering the Future (FTF) helps foster and kinship youth develop an optimistic view of their futures and equips them with the necessary tools to achieve positive outcomes upon exiting the foster and kinship care systems. The FTF model includes: individual asset coaching, mentoring, empowerment-based groups, leadership training, career and internship preparation and training, legal and housing support, connection to community resources, opportunities to become civically engaged and the space to nurture their individual interests and goals.

### **JOB DESCRIPTION:**

Utilizing a Positive Youth Development model, the Asset Coach will work alongside foster and kinship youth aged 11-25 to support them in identifying and enhancing their assets and developing goals to help them transition successfully into adulthood. To this end, asset coaches will work with youth independently and in group settings to empower them to develop self advocacy skills, a positive view of their personal futures, and success in reaching their desired outcomes.

### **RESPONSIBILITIES:**

- Develop strong collaborative and supportive relationships with foster and kinship youth aged 11-25
- Empower youth participants to identify their core assets, develop short and long term goals to accomplish their dreams and nurture the development of self advocacy skills
- Facilitate skill-building group discussion(s) and activities for youth participants
- Work with the FTF Program Coordinator to develop and coordinate off-site team building activities and educational fieldtrips
- Provide and model "life skills" techniques
- Collaborate with youth participants to identify local services and resources to enable them to work toward their desired goals and objectives
- Support volunteer adult allies in their work with youth
- Assist in the recruitment and training of adult allies
- Coordinate a Family Conference with youth, their caregiver, and other adult allies to develop a support network to nurture the youth's development
- Provide monthly and quarterly statistics and reports

- Recruit youth participants and reach out to designated communities/agencies
- Perform record keeping and report writing and evaluation of youth participants
- Assist in the development of program website and outreach materials
- Other duties as assigned by supervisor

**MINIMUM QUALIFICATIONS:**

- Strong commitment to empowering youth to develop their personal assets and ultimately achieving positive outcomes including: reaching their future career and educational goals, developing independent living and self advocacy skills and actualizing their individual hopes and dreams
- Combination of educational and appropriate work/personal experiences
- Experience working with at-risk youth, preferably those in foster or kinship care, ages 11 – 25
- Ability to work with and understand issues impacting foster and kinship youth and their caregivers
- Familiarity with a Youth Development or Asset Development approach to working with youth
- Demonstrated ability to provide youth the supports and opportunities they need to feel valued and reach their dreams
- Ability to develop new programs and structures
- Initiative and the ability to work independently and as a member of a close team
- Experience using common computer software packages (MS Word, Excel, Outlook, etc.) and willingness to be trained on data collection software
- Valid CA Driver's License and clean driving record
- Creativity, flexibility, a positive attitude, and a sense of humor
- Must be available Monday and Wednesday evenings and occasionally other weekday nights and weekends

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree or significant relevant experience
- Bilingual in Spanish
- Experience providing individual and/or group work with at-risk youth
- Experience training, recruiting and supporting community volunteers
- Previous experience working in schools and with school staff
- Knowledge of positive youth development theory and practice

**TO APPLY:**

Please send a cover letter and resume to [ydijobs@yfes.org](mailto:ydijobs@yfes.org)

Posted 7.16.08

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**Youth and Family Enrichment Services (YFES)** is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agencies and its programs can be found at [www.yfes.org](http://www.yfes.org).