

# Jewish Renaissance Foundation

## Job Description

<b><u>Title:</u></b>	Youth Development Specialist
<b><u>FLSA:</u></b>	Full-time/Non-Exempt
<b><u>Program/Dept:</u></b>	School Base Youth Services Program (SBYSP) – Perth Amboy, NJ
<b><u>Department:</u></b>	Educational Services
<b><u>Reports To:</u></b>	Program Director
<b><u>Salary Range:</u></b>	\$35,000-\$37,000 per year

### **Job Summary:**

As a Youth Development Specialist, you are responsible for increasing healthy behaviors associated with successful school achievement and overall youth development. The JRF serves as a committed member to the Perth Amboy Board of Education in providing School Based Youth Services to students. Located within the Perth Amboy High School, the program provides individual, group counseling, case management, assistance with college/university applications, scholarships, community service and recreation activities. This position reports directly to the Program Director.

### **Responsibilities:**

- Facilitate and lead events and other programming focused on preparing students for college readiness and/or to enter the workforce.
- Designs, chooses, and implements recreational and special events and appropriate projects for the school.
- Assist Program Director in developing the summer enrichment programs.
- Engages students regarding opportunities and expectations, as well as general participation.
- Works cooperatively and supportively with PAHS personnel.
- Provides academic assistance services to PAHS students.
- Engages students in online platforms.
- Attending all remote and in-person staff, team, and committee meetings, and any other mandatory agency- wide meetings.
- Meets all agency-wide, grantor, and departmental deadlines.
- Assist students with the college process and completing the FAFSA and HESSA applications.
- Able to facilitate some weekend and evening events/programming and community service events.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's Degree preferred; associate degree accepted with documentation of at least two (2) years of full-time work experience as a youth services worker.
- Experience developing and implementing programs geared to support the growth and development of young people in the areas of college readiness, employment readiness, violence prevention, health education, leadership development, decision making, community service, etc.
- Innovative thinker who can initiate new ideas, exhibit creativity, flexible thinking and adjust to new concepts and technologies.
- Ability and willingness to achieve organizational and individual goals by seizing opportunities and learning from experiences.
- Bi-lingual and bi-cultural highly preferred.
- Fluent in Spanish a requirement.
- Strong verbal and written communication and documenting skills.
- Must be organized, assertive, and detail oriented.
- High degree of independence, flexibility, initiative, and commitment.
- Ability to effectively present information and respond to questions from students, parents, administrative staff, and the public.
- Demonstrated ability to exercise discretion with highly confidential information is mandatory.
- Demonstrated ability to multi-task in a fast paced, team-oriented environment.
- Having highly effective organizational and time management skills.
- Well organized and able to respond quickly and effectively to emergency circumstances.
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, Excel, Access, and Outlook.
- Experience utilizing Google Drive a plus.
- Ability to provide effective programming remotely.

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**If you are interested in this position, please send your resume to: [jobs@jrfnj.org](mailto:jobs@jrfnj.org)  
Attention: Sandeep Kaur (Dina), Director of Human Resources**



**Jewish  
Renaissance  
Foundation**

**"One People, One Heart"**

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