

PART-TIME YOUTH DEVELOPMENT SPECIALIST

The F.I.N.D Design, (TFD) is a 501c3 community-based organization serving the Middle Tennessee area by providing group mentoring, social-emotional development and life training, community outreach and family engagement for middle and high school students. The goal of the program is to pinpoint young ladies and men who could potentially have, or have had, a rough transition to adulthood and offer a positive support system to avoid the pitfalls that can disrupt their lives. The emphasis is slightly different at each level, but the overall goal is the same; invest and empower our youth to make productive and effective changes which will ultimately put them on the path to success.

POSITION OVERVIEW

Under direct supervision of the Director of Programs, Youth Program Development Specialist is responsible for coordination of community-based prevention and intervention services that focuses on social-emotional learning and character development for at-risk middle and high school girls. The Youth Program Coordinator collaborates with leadership to fulfill the vision, mission, goals and the objectives of the organization. This is a part-time position of approximately 25 hours per week and will involve flexible hours, daily travel to onsite program locations, and work from home capabilities. Most programming will be between the hours of 9am-6pm with possibly weekends for special events.

- Ability to develop positive relationships with youth, adults, parents, staff, teachers, administration, and community partners.
- Recruit students to engage in youth-to-youth intervention and prevention programming.
- Talented multi-tasker and an independent worker who is skillful at working on a team, thrive in a start-up environment and maintains a flexible and positive attitude.
- Facilitate and lead weekly “F.L.Y. Girl” youth program and curriculum at all area schools and community locations.
- Identify community activities, events, and resources to assist with youth development and positive parenting initiatives.
- Assist in the development of written materials in order to create program documentation, including policies and procedures, training materials, activities and resource guides, tracking tools, surveys and evaluations, promotional materials, informational packets, and other materials as identified
- Attend monthly partner meetings.
- Coordinate collection and organization of outcome data including pre/post surveys and assessments.
- Engage in the following as needed: community presentations, speaking engagements, workshops, etc., as it relates to educating the community and F.I.N.D. Design services and events.

PERSONAL ATTRIBUTES FOR SUCCESS:

- Extreme compassion for children from all backgrounds and with varied needs
- Inspired to make a difference in children's lives
- Adaptability to respond calmly and efficiently to unexpected and untimely challenges.
- Relatability to served population or extreme understanding of the culture and environment.
- Highly reliable and punctual
- Have a great sense of humor-always a necessity!

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED (required)
- Bachelor's Degree or 3 years' experience working with youth in similar organizations.
- Valid driver's license, good driving record, reliable vehicle, and proof of insurance.
- Knowledge of group behavior and dynamics, societal trends and influences related to working with at-risk youth.
- Excellent written/oral communication, organization, listening, and interpersonal skills
- Possession of or the ability to obtain certifications in Adult and Child CPR/AED and First Aid.
- Proficient in Microsoft Outlook, Word, PowerPoint, and Excel

Pay:

Pay is \$15 per hour.

Please email resume/cover letter to employment@thefinddesign.org