



JOB DESCRIPTION

TITLE: Recreation / Education Youth Specialist **EFFECTIVE DATE:**

Department: Education & Recreation

FLSA Status: Non-Exempt

Reports To: Recreation Director

Supervises: None

Mission of Palama Settlement

Established in 1896, Palama Settlement is a non-profit, community-based social service agency serving the Kalihi and Palama neighborhoods. We offer a wide range of educational, recreational, athletic, cultural, social, health, and community building programs and services for children, youth, adults, and senior citizens. Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health and recreation.

I. Job Summary

Under the supervision of the Recreation Director, the Youth Specialist assists in developing, organizing, coordinating, and conducting educational programming to youth members that may include tutoring, financial literacy, and virtual learning. Duties additionally include planning, coordinating, and conducting game room educational activities. Other duties include assisting the Administrative Offices as needed.

Job skills required include the ability to assist with homework assignments, projects, and enrichment activities. Familiar with virtual platforms. Ability to work with both parents and children. The Youth Specialist serves as a representative of Palama Settlement in the community.

The Youth Specialist is a member of the Palama staff and collaborates to guide program participants to reach their best potential.

II. Essential Duties

A. Educational Development and Coordination

- Assess the needs and interests of the youth in the community to plan, develop, implement, and conduct programs and activities for youth during non-school hours including after school, inter-session, and the winter, spring, and summer breaks.
- Develop, organize, coordinate, and conduct educational programming that may include tutoring, financial literacy, and virtual learning.
- Assist in planning and implementing field trips, activities, and/or incentives for

youth members who have displayed dedication and promptness in attendance and appropriate behavior in the respective programs.

- Organize community service projects for youth participation as part of the activities.
- Collaborate with coworkers on ways to innovate, improve and enhance the youth programs and activities.
- Conduct outreach in the surrounding community to recruit age-eligible youth to participate in the activities and programs.
- Assist with completing all necessary paperwork including individual participant registrations, parental waivers/consent forms, daily attendance, excursion and vehicle request forms, and all other related and required forms.
- Further improve the Agency's ability to provide quality services and support programs for the youth.

B. Supervision and Oversight

- Provide supervision and oversight of participants, to ensure the agency's government and personal safety policies, procedures and protocol are adhered to for the safe use of facilities and equipment.
- Correct behaviors that can lead to injury and/or damage to facilities and equipment.
- Contact appropriate supervisors and/or 911 in the event of emergency.
- Complete and submit Incident Report forms on a timely basis as needed.

C. Community Relations

- Work collaboratively to establish and maintain relationships and communication with individuals and groups in the community (i.e., public housing tenant associations, other non-profit organizations, schools, etc.).
- Assess individual youths and their families to determine most appropriate fit for participation in programs and activities. If not a fit for the Agency (i.e., the youths' needs are different than what can be provided) make proper referrals to other organizations/activities that better serve the youth.
- Meet with youth participants' families/parents/guardians and others to help resolve issues and concerns that arise throughout the year.

D. Youth Mentoring and Community Service Activities

- Be a mentor and model for youth members in all areas of academics and life skills.
- Establish a safe, nurturing, and professional relationship with the youth members to create an environment of trust.
- Communicate with schools regarding individual academic standing (i.e., grade checks) as needed.
- Involve youth and their families, with fundraising to defray the costs associated with running the Youth Activities Department.
- Arrange opportunities for youth to engage in lessons and activities that address the many dangers inherent in low-income and at-risk communities (i.e., alcohol and drugs, youth violence, truancy, etc.).
- Arrange for educational and/or cultural field trips to broaden the horizons of youth

involved in recreation activities.

E. Administrative/Office Duties

- Assist with upkeep of all required participant, Program and Agency paperwork.
- Ensure the safe upkeep of these records, with confidentiality and privacy.
- Develop or use an existing data tracking system to keep an accurate record of all program participants, activities, and events. Enter tracking data on a regular and timely basis.
- Complete and submit incident reports on a timely basis as needed.
- Attend all Program and Agency meetings when scheduled.

F. Mandated Reporter

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

III. Other Duties

A. COVID-19 Related Information and Programming

- Keep abreast of COVID-19 related information, guidelines, proclamations, and mandates to ensure the safety of the participants, Palama staff, equipment, and facilities.
- Ensure Pakolea participants comply with Palama Settlement policies and procedures including temperature checks, answer of health questions for contact tracing, use of facial mask and/or face shield.
- Assist to ensure that equipment, and facilities are cleaned, and sanitized, and safe for the next user. This includes sanitizing equipment and surrounding areas, including desk-tops, chairs, etc.

B. Facilities and Supplies

- Ensure that an inventory of cleaning supplies is kept in the areas of use by program participants. Submit a requisition for supplies as needed. Promptly report any maintenance or supply needs to the Program Administrator.
- Open and/or close facilities following proper security procedures as outlined in the Recreation Facilities checklist.
- Set up/break down equipment as needed for programs. Ensure that all equipment is safely stored in an organized manner. Complete equipment inventory checklist during the various shifts.

C. Public Relations

Assist the Agency with developing and distributing promotional material such as flyers, brochures/pamphlets, website, and updated newsletters regarding educational program activities and opportunities for youth and adult involvement. Contribute information from day-to-day experiences to help the Program Administrator communicate program impact to stakeholders and funders.

Represent the Palama Settlement responsibly and conduct oneself in a manner that positively projects the mission of the Agency and the work it does.

D. Other duties as assigned.

IV. Working Conditions

A. Work Environment

- Indoor office environment
- Outdoor activities that may include field trips, the garden, field, etc.
- Work in recreational facilities that may include gymnasiums, fields, parks, game room, etc.

B. Work Hours

- Usually, eight hours per day between the hours of 7:30 a.m. to 5:30 p.m.

C. Equipment Use

- Computers including Personal Computer Desktops, iMac and/or iPad.
- Virtual platforms including Google Classroom, Google Meet, Zoom, etc.
- Use of indoor/outdoor game equipment, to include video gaming and multi-media equipment.

C. Mental and Physical Demands

- Ability to multi-task.
- Ability to lift/pull 25-50 pounds.
- Ability to demonstrate judgement and execute sound decisions.

D. Communication Demands

The Youth Specialist communicates with program participants, volunteers, teachers, parents, and community stakeholders. This position requires excellent customer service, communicate with compassion and respect, ability to write and speak English language; communicate by telephone or email. This position may require conversations with community members with the assistance of an interpreter. Knowledge of social media platforms is preferred.

V. Minimum Qualification Requirements

A. Skills/Knowledge

- Proficiency in Word, Excel, Publisher and Power Point programs required.
- Knowledge, skills, and abilities in the areas of culturally competent, family-centered, and community-based youth empowerment and improvement.
- Must demonstrate maturity and ability to execute sound judgement.

B. Education

- Bachelor's Degree from an accredited college or university.

C. Experience

- Minimum 1 year working with at-risk youth in sports, cultural, and/or social development program.
- Experience in community outreach and public speaking.

D. *Desirable Qualifications*

- Bachelor's degree in the field of Education, Psychology, or Recreation studies.
- Classroom teaching experience that includes use of Microsoft Office Suite, and financial literacy programs.
- 2+ years working with at-risk youth in a sport, cultural, and/or social development program.

VI. Additional Requirements: (certifications, driver's license, etc. – if applicable)

- A. Valid Hawaii's Driver's License
- B. Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- C. Auto insurance
- D. Access to a car
- E. Copy of driving abstract
- F. Criminal background clearance
 - Hawaii Criminal Justice Data Center
 - National Sex Offender Public Registry
 - National Criminal History Database