



**TITLE: Leland Blackfield Youth Activity Center(LBYAC) Specialist**

Department: Leland Blackfield Youth Activity Center

Status: Part-time

Reports To: Executive Director

Supervises: None

**I. Job Summary**

Under the supervision of the Executive Director, the LBYAC Specialist oversees the operations of the Leland Blackfield Youth Activity Center (LBYAC), known as Palama Settlement’s “Game Room”. This includes developing, organizing, coordinating and conducting activities and events for the participants and open center time in the LBYAC. The LBYAC Specialist is also responsible for maintaining the cleanliness of the game room, controlling the inventory of equipment and data tracking of participants, in an orderly manner and other related duties.

**II. Essential Duties**

- Always provide supervision of LBYAC participants while in the LBYAC and other areas on campus.
  - Ensure that all youth who access the LBYAC are Palama Settlement participants and signed in daily.
  - Ensure that all participants are abiding by Palama Settlement rules and expectations.
- Provides safe, and professional environment for children, youth, volunteers, staff and visiting guests that promotes the values of the organization.
  - Performs daily cleaning of the game room and keeping it maintained and in good condition.
- 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.
- Develop, coordinate, and conduct activities and events in the game room that keep the participants attentive and engage which may include but not limited to:
  - Regular schedule video game, air hockey, billiards, etc.
  - Weekly/Monthly Tournaments
  - Monthly Birthday Celebrations
  - Monthly Movie Events / Field trips
  - Maintain and post a monthly calendar of events to encourage participation.
- Provide social enrichment activities, educational mentoring, and life skills.
  - Develop, organize, coordinate, and conduct educational programming that may include tutoring, financial literacy, and adult technology.
  - 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.).

- Engaging in community outreach.
  - Organize community service projects as a requirement for youth participation in the Division's activities.
  - Conduct outreach in the surrounding community to recruit age-eligible youth and adult volunteer coaches to participate in the Division's educational, recreational/sports, cultural, and social activities, and programs.
  - Meet with youth participants' families/parents/guardians and others to help resolve issues and concerns that arise throughout the year.
  - 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.).
- Correct behaviors that can lead to injury and/or damage to facilities and equipment. Intervene when there are conflicts and/or bullying.
- Collaborate with coworkers on ways to innovate, improve and enhance the youth programs and activities.
- Assist with upkeep of all required participant and agency paperwork.
  - Maintain an accurate inventory of all equipment.
  - Report/document any lost and damage to facilities and/or equipment in a timely manner.
  - Submit incident/accident reports on a timely basis.
- Attend all Division and Agency meetings when scheduled.
- 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.
- Other duties as assigned

### III. Working Conditions

- Work Environment: Frequent work in recreational facilities to include gymnasiums, fields, parks, game room, etc.
- Work Hours: Flexible, may include evenings and weekends.
- Equipment Use:
  - Frequent use of sports and recreational equipment
  - Knowledge of set up, repair, and maintenance of various sports/recreational equipment recommended
  - Use of indoor/outdoor game equipment, to include video gaming and multi-media equipment
- Mental and Physical Demands
  - Ability to lift/pull 25-50 pounds
  - Able to set up/break down sports and recreational equipment
  - Ability to demonstrate judgement and execute sound decisions
- Communication Demands

- Ability to communicate fluently in writing and orally in the English language.
- Proper telephone etiquette
- Knowledge of electronic communication methods such as e-mail.

#### **IV. Minimum Qualification Requirements**

- Skills/Knowledge
  - Customer service oriented.
  - Computer literate, proficient 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.
- Experience
  - Minimum 1 year working with at-risk youth in sports, cultural, and/or social development program.
  - Experience in community outreach and public speaking.

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

- Valid Hawaii's Driver's License
- Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- Auto insurance and Access to a car
- Criminal background clearance
  - Hawaii Criminal Justice Data Center
  - National Sex Offender Public Registry
  - National Criminal History Database
  - Driving Abstract