



Middle School Youth Worker JOB DESCRIPTION

Position: Middle School Youth Worker

Reports to: Middle School Program Manager

Status: Non-exempt, part-time (20-22 hours/week), weekday afternoons, September 2018 through June 2019.

Summary/Description: The Youth Worker will assist in providing programs and services to young people in RHI's youth programs. This person is also responsible for planning and executing excursions for middle school participants. The Youth Worker is passionate about engaging youth and continuing to learn about youth development.

Responsibilities:

- Lead youth groups, including teambuilding and structured activities.
- Co-create curriculum for middle school youth program and activities with support from the Middle School Program Manager
- Lead at least two youth programs per cycle in support of reaching DYCD requirements. Examples include Literacy, STEM, Leadership and Community Service programs.
- Supervise youth group and actively engage youth during activities, staying aware of where youth are at all times.
- Assist in developing recruitment strategies to engage young people from Red Hook in the programs and services offered by RHI.
- Maintain accurate records including weekly logs, database entries, and sign-in sheets for participation.
- Research field trips that have an educational, recreational, community service, or creative purpose, including soliciting ideas from middle school participants, parents, and staff.
- Catalogue field trip vendor contacts and other details
- Coordinate all elements associated with field trip planning including but not limited to:
 - serving as primary liaison for trip vendors;
 - projecting expenses (tickets, travel, and food);
 - drafting, distributing, and collecting trip itineraries and permission slips;
 - communicating trip details and updates with staff and participants;
 - creating trip participant list and taking trip attendance;
 - submitting trip-related invoices and receipts for processing
- Perform other duties as assigned by the Middle School Program Manager
- Attend lectures and trainings that will build on the knowledge and skills needed for this position.

- Meet with Middle School and Programs Team for supervision as necessary.
- Attend all staff meetings.

Skills, Knowledge and Abilities:

- Experience working with and relating to young people ages 11 to 14.
- Ability to design and facilitate engaging activities and field trips.
- Willingness to collaborate on projects and work with a team.
- Must be enthusiastic about continuous training in youth development, facilitation, behavior management, etc.
- Must be enthusiastic about community-based work.
- Willing to commit to at least one full academic year.

Experience and Qualifications:

- High school graduate, college student (or graduate) preferred.
- Red Hook resident or former resident preferred.
- Bilingual (English/Spanish) preferred.

To Apply:

Please email a cover letter and resume to apply@rhicenter.org with 'Middle School Youth Worker' in the subject line.