**Program Specialist Job Description**

**Requirements:**

* Lead organized learning and recreational activities for youth, families, and older adults as directed by Program Director and or Program Coordinator.
* As needed, differentiate lessons and activities so they are appropriate to students with various abilities.
* Provide instruction on the safe and proper use of supplies and equipment.
* Implement discipline techniques and classroom management when appropriate.
* Inspect program site and equipment for potential safety hazards; taking corrective action to prevent injuries.
* Attend youth and/or older adult outings and field trips, as necessary.
* Available to work some weekend days.
* Assist with special events, including donor/volunteer appreciation events and other fundraising initiatives.
* Track and report performance.
* Additional duties as assigned.

**Knowledge, Skills, and Abilities**

* Knowledge of agency vision, mission, and services.
* Ability to pay attention to detail and manage multiple projects at one time.
* Ability to be flexible and adapt to changing needs and time pressures.
* Ability to disseminate information clearly and concisely.
* Ability to communicate professionally and build relationships with coworkers, volunteers, customers, donors, and vendors.
* Ability to create and sustain positive working relationships at all levels of the agency; internal and external.
* Proven relationship-building skills to support collaboration and partnership activities.
* Ability to track, analyze, and adjust programs and processes as necessary.
* Ability to assist with transporting youth and older adults safely in 12 passenger van/bus.

**Qualifications:**

* High School diploma.
* Bachelor's degree in social work, psychology, public health, health education or related field preferred
* Program delivery experience preferred.
* Excellent organizational & customer service skills.
* Able to manage competing demands and monitors multiple projects simultaneously.
* Outstanding written communication and presentation skills.
* Strong experience preparing reports.

To apply please send cover letter and resume to: ahumphery@theyfc.org

No Phone Calls or Walk Ins

EOE