



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.
- 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.

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: hr@theyfc.org

No Phone Calls or Walk Ins

EOE