

Indiana Youth Group Job Description

Job Title: Youth Service Specialist (or Coordinator depending on experience level)

Specialist Starting salary range: \$42,000.00-\$46,000.00 per year.

FLSA Status: Exempt (Salaried)

Level: Associate

Hours: Full time

Position Summary:

This position is responsible for ensuring the IYG space functions smoothly and effectively while working with youth clients. Also responsible for helping maintain high standards of service.

Essential Responsibilities:

- Coordinate schedule with Director of Youth Services.
- Ensure safety and supervision of youth clients.
- Meet with youth clients face to face or virtually to provide service.
- Complete intake interviews with new youth clients as needed.
- Identify youth clients in crisis and intervene as necessary with supportive service and community resources.
- Attend weekly and monthly meetings as scheduled.
- Assess programming needs by surveying youth clients and reviewing relevant literature pertaining to trends among LGBTQ+ youth.
- Staff programs with appropriate, knowledgeable facilitators.
- Maintain and update programming calendar and coordinate with the Director of Engagement to ensure the website and social media are reflective of events and programs.
- Complete all necessary paperwork and monthly reports for use with grants and other record keeping.
- Communicate with the IYG volunteer specialist about volunteer needs, requests, reports, etc.
- Make clients aware of special events and new program offerings.
- Facilitate groups when possible and conduct assessments of needs and results.
- Be aware of all safety needs and hazards to correct and conduct drills as requested.
- Ensure incident reports are completed and provide follow-up as needed.
- Make referrals to Case Management as necessary.
- Ensure that IYG rules and expectations are followed thoroughly.
- Work in the center 2-4 nights per week to run programming and work with youth clients.
- Ensure center is clean and organized.
- Follow organizational policies to address issues as they arise and communicate needs to Director of Youth Services.
- Other duties as assigned.

This position reports directly to the Director of Youth Services.

Qualifications and Requirements:

- Must have one year of experience or more working with youth.
- Must be a highly organized team player with effective communication skills.
- Must possess strong planning, time management, initiative, productivity, and critical

thinking skills.

- Should have general knowledge of LGBTQ+ issues, terms and resources.
- Knowledge of safer sex, substance use, adolescent development, crisis intervention techniques, and community resources is preferred.
- Must be able to work independently and in team settings.
- An associate's degree or higher in a social work-related field is preferred.
- Must possess experience in and basic working knowledge of Microsoft Office Suite.
- Must be able to perform physical tasks such as moving boxes and other objects of various weights.
- Must be present proof of Covid-19 vaccination.
- Must pass all required background checks.