

IYG Job Posting

Job Title: Center and Youth Specialist

FLSA Status: Exempt (Salaried)

Salary Range: \$42,000 – \$44,000/per year

Level: Associate

Hours: Full time

Location: Crawfordsville, IN

Position Summary:

This position is responsible for ensuring the activity center and its programming functions smoothly and effectively while working with youth and helping keep the center maintained to high standards. They are also responsible for the upkeep of the center inside and outside.

Essential Responsibilities:

Ensure IYG center is staffed appropriately by:

- Maintain communication with volunteer coordinator about issues pertinent to volunteer needs, requests, reports, etc.
- Coordinate with Supervisor for scheduling of employees to cover the center

Ensure programs are being offered at IYG that encompass IYG's mission and guiding principles and occur as scheduled by:

- Assess youth needs for programming by surveying youth and reviewing relevant literature pertaining to trends among LGBTQ+ youth
- Staff programs with appropriate facilitators who are knowledgeable about the topics of the programs
- Keep youth abreast of special events and new program offerings
- Help to maintain and update the center calendar and ensure program calendar on website is reflective of center's events and programs
- Help as needed or requested with paperwork and monthly reports for center programs

Attending to youth needs and crises as they occur by:

- Facilitate groups and conduct assessments
- Carry out safety plans as an emergency responder
- Provide appropriate consequential action when necessary
- Ensure incident reports are completed and provide case management services
- Provide case management services as needed.

Center Work:

- Work in the center several nights per week to help close and work with youth
- Complete intakes with new youth as needed
- Ensure center is clean, organized and things are picked up and not left out
- Stock and maintain Basic Needs room
- Attempt basic fixes of technology issues

Reports to: Manager of Client Services

Qualifications and Requirements:

- Must have one year or more of relevant experience
- Must have one year or more working with youth or young adults
- This person must be highly organized, be a team player and have effective communication skills
- Possess strong skills in planning, time management, initiative, productivity and critical thinking
- This person should have general knowledge of LGBTQ+ issues, safer sex, substance use, adolescent development, crisis intervention techniques, and community resources
- An Associate's degree in a Social Work related field is preferred
- Experience and basic knowledge working with Microsoft Suite is required
- Must be able to perform physical tasks such as moving boxes and other objects of various weights (with help

when needed)

- Experience with event planning is preferred
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- Experience with event planning is preferred
- Must be vaccinated for Covid with proof of that and pass all background checks

***We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.*