

### Position Description

<b>Job Title:</b> Youth Development Specialist	<b>Reports to:</b> Ohana Services Team Lead
<b>FLSA Status:</b> Exempt, Full-Time	<b>Aligned Executive:</b> VP, Chief Program Officer
<b>Kīpuka / Location:</b> Kīpuka Hilo / Hilo, Hawai'i	<b>Department:</b> Programs

#### Position Summary

The Youth Development Specialist will plan, arrange, and organize programs. Facilitate group work and youth development services. Collaborate and partner with the community to coordinate the organization's effort to fulfill the Queen's mission to care for and ensure the wellbeing of the most vulnerable Native Hawaiian children and their families.

#### Essential Job Functions

- Researches, develops, plans, and implements age-appropriate outcome based programs for children and youth.
- Creates a safe environment that facilitates learning and is encouraging and engaging for children and youth.
- Collaborates with beneficiaries and communities to strengthen their abilities to become healthy, strong and contributing members. Monitors, evaluates and makes recommendations to modify programs to ensure target goals are met.
- Engages in community outreach to build and maintain relationships with a diverse array of organizations and individuals to further LT's goals.
- Provides mentorship and support to assist participants in addressing presenting issues and motivate youth in their decision-making process.
- Collaborates with teammates to identify problems affecting Hawaiian children and families, building on their strengths. Helps build the capacities of families, groups and communities.
- Documents progress on learning plans and completes evaluations.
- Provides youth and family services to support needs as required.
- Contributes to LT's success by accepting new assignments, helping team members, learning new skills, and strives to improve team and organization results.
- Understands, complies and supports LT's policies, procedures, and mission.

#### Qualifications

- Bachelor's degree in education, human/social services, or relevant field, or at least 6 years of relevant experience.
- At least 2 years' experience in planning and implementing youth programs. Knowledge of youth development and the ability to work with the most vulnerable population.

#### Licenses or Certifications

- Valid driver license, clean traffic abstract, and access to a privately-owned automobile with valid no-fault insurance.
- First Aid and CPR/AED Certification, preferred.

#### Job Competencies

- **Collaboration:** Ability to interact effectively with youth, community partners, and multi-disciplinary teams. Knowledge of community resources and services.
- **Communication:** Clearly conveys and receives information and ideas to individuals or groups that engages the listener and invites response and feedback. Demonstrates good written, oral, and listening skills.
- **Cultural Competence:** Respects and relates well to people from varied backgrounds and is sensitive to group differences. Experience working with at-risk youth.
- **Developing Others:** Ability to plan and support the development of others in an educational setting.

- **Relationship Management:** Experience working with staff at all levels in a collaborative, environment; commitment and ability to promote and sustain positive workplace values and relationships
- **Interpersonal Skills:** Ability to work well under-pressure, remain calm and controlled when faced with difficult situations. Strives for immediate address.
- **Ethical Practice:** Models the highest level of ethics, integrity, LT values and social responsibility.

**Organizational Competencies:**

- **Alignment with Queen’s legacy:** Understanding and appreciation of Queen Lili`uokalani's story, her legacy and the Hawaiian Culture is foundational to staff’s commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one’s work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakahia (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

**Physical Requirements**

Performs light physical work, including climbing, stooping, kneeling, crouching, reaching, and lifting up to 25 pounds. Exposed to outdoor climate and diverse terrain.

**Terms and Conditions of Employment**

As a condition of employment, employee will be subject to LT’s policies and procedures.