

Position Description

Job Title: Youth Development Lead	Reports to: Community Youth Programs Manager
FLSA: Exempt, Full-Time	Aligned Executive: Sr. Director, YD/VP, Chief Program Officer
Kīpuka/Location:	Department: Programs

Position Summary

The *Youth Development Lead* (“Lead”) serves as the leader of a Youth Development (YD) team in the implementation culturally-competent and trauma-informed YD programming. The Lead provides direct supervision to the team members providing youth program services to the beneficiaries of Lili'uokalani Trust (LT). The Lead encourages the achievement of personal and organizational performance goals, and drives positive change through critical thinking and innovation. The Lead also provides counsel and direction on how to best approach Positive Youth Development (PYD), mentorship, facilitative leadership and individualized action plans. In support of fostering a learning organization culture, the Lead facilitates a positive work environment through team-building and reinforcing LT values, fosters learning and development and is committed to continuous improvement in the delivery of direct services to LT beneficiaries.

Essential Job Functions

Youth Development

- Can successfully provide opportunities for youth leadership, voice, and empowerment by facilitating the knowledge, attitudes, skills, and actions needed for youth to influence, motivate, inform, and inspire desired actions and reactions by others.
- Consistently provides multiple opportunities for child/youth-initiated and child/youth-directed process and content choices. Intentionally provides leadership opportunities for all children and youth, including encouraging participants to take responsibility for content and process of their group work.
- Involves children and youth in developing organization/program policy, including program budgeting, financial strategies, and organizational priorities. Supports the implementation of meaningful curricular activities that are informed by youth culture, youth voice, and the cultural beliefs and practices of participants.
- Understands the change process and develops practices to support professional growth. Uses knowledge of best/promising practices to shape practices and policies that positively influence the profession.
- Models positive group management practices and actions to ensure program participant safety by developing healthy relationships and appropriate physical and emotional boundaries with children and youth.
- Understands and interrupts overt and internalized adultism. Advocates for the importance of children and youth representing their thoughts, feelings, and ideas through creative outlets. Uses child/youth-centered procedures for solving conflicts.
- Continually seeks additional knowledge and new approaches in Youth Development.

Team Leadership

- Functions as a change agent to inspire, mentor and coach team members in the implementation of innovative YD programs.
- Ability to understand and communicate program vision, seek additional information on program initiatives, and provide clarification when needed on administrative initiatives, (e.g. program frameworks, evaluation, fiscal/business processes, systems and technology, job roles and organization structures).
- Works with Lili'uonamoku team members in supporting team to understand and effectively implement organizational changes. Acts as liaison to build and maintain relationships and flow of information between program staff and other team members.
- Guides and coaches team members, actively supporting and developing colleagues in achieving key learning and development goals around the YD framework. Encourages career planning and supports opportunities to maximize their potential, this includes:
 - Work assignments - Attends monthly supervisory meetings with assigned team members to monitor workload management, provide feedback, and address other concerns.
 - Performance - Monitors team and individual performance, effectively addressing performance issues and conduct. Regularly recognizes and acknowledges contributions of team members to the work of the kīpuka.
 - Assessments - Completes and provides ongoing evaluation of team members' work. Provides quarterly performance feedback to team members. Acknowledges and shares individual and team contributions.
- Translates PYD concepts and methods into social work context to ensure understanding of the nuanced differences and points of required collaboration between YD and social services teams.
- Guides team members in change initiatives and program implementation ensuring they are successfully integrated and sustained with YD framework.

Administrative Management

- Collaborates with People Operations in the interviewing, hiring, and training of program staff.
- In collaboration with kīpuka services team lead, provides daily oversight of regional YD programs ensuring the delivery of quality services to beneficiaries. Works with other program leads to ensure seamless collaboration, reinforcing LT's values, goals, and mission.
- Effectively manages staff workload and daily operations in regional YD programs (planning, curriculum development, recruitment, budgeting, scheduling, community outreach, and committee work)
- Provides oversight and support to the program staff in YD activities, individualized action plans, and group activities planning.
 - Refers team members to appropriate Lili'uonamoku program team for support as needed.
 - Assists in securing service agreements with appropriate partner organizations and any other services.
 - Ensures successful implementation of program activities by providing guidance on planning, staffing, and resource allocation.
- Monitors regional program operations and collaborates effectively with office manager for smooth interface between program and operations staff.
- Facilitates teamwork on assessing and improving existing practices, processes and systems. Updates members on best practices and continuing expectations.

Community Engagement

- Fosters positive relations between program staff and community members, ensuring professionalism in the representation and communication of LT vision, mission, values, strategic directions, and program services.
- Participates with direct services staff in mobilizing resources in the community and maintains cooperative working relationships with agencies, schools, health clinics, volunteers, etc.
- Handles community complaints and issues and deals with interpersonal conflict between staff and community in a culturally sensitive and assets-based way with the intent to bring about positive resolution.

Metrics and Reporting

- Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines. Communicates progress updates, concerns, implementation issues with management and team members.
- Assists in the collection of data, evaluation, and gathering of information for agency-wide reporting and research.
- Develops, monitors, and implements YD budget for the assigned Kīpuka.

Qualifications

- Bachelor's degree in education, social work, or related human science and/or social services degree.
- Minimum 3 years experience in YD organizations. Extensive experience in PYD leadership/development programming and working with diverse populations. 1-2 years experience leading a team or similar supervisory capacity.
- Commitment to PYD principles and strengths-based approach.

Licenses or Certifications

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

Job Competencies

- **Collaboration:** Ability to interact effectively with all youth (including at-risk 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.
- **Leadership:** Ability to plan and support the development of staff in an educational setting. Ability to lead a team and evaluate performance. Takes initiative to ensure cohesion within the team. Demonstrates high level of emotional intelligence.

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 hakuhia (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.