



the Service Board

JOB DESCRIPTION

JOB TITLE: PT Program Specialist (potential for FT)

REPORTS TO: Director of Programs

DIRECT REPORTS: Peer Leaders

As a youth-led organization, **the Service Board (tSB)** builds community through the power of youth. For over 27 years, tSB continues to develop and implement culturally relevant programming for high school-aged youth from traditionally marginalized communities (BIPOC, LGBTQ12S+, low-income, immigrants, refugees, houseless youth, and or those in foster care) in King County.

We are looking for a part-time Program Specialist to join our team! This direct service position is vital to the successful delivery of our program and will:

- Serve as the main facilitator for program days
- Supervise activities of Peer Leaders (PLs), interns, consultants and/or volunteers engaged directly in the implementation of program activities
- Assist in the execution of meetings, special projects and program events

Required Qualifications & Desired Skills

- Strong group facilitation / classroom management and public speaking skills
- Insightful understanding of complex and intersecting social justice issues with a strong equity lens
- At least one year of youth development experience
- Experience with, and understanding of, the diverse communities we serve
- An enthusiastic demeanor that embraces the challenge of managing a diverse group of program participants
- Investment in the growth of Seattle area youth and their incredible potential for leadership
- Passion for the mission and values of tSB – mentoring, service, social justice and outdoor adventure
- Strong interpersonal and communication skills
- Experience collaborating in a diverse and dynamic team environment with a high tolerance for ambiguity
- Relevant education and/or work experience in the non-profit sector
- Must have valid driver's license and clean driving record
- Must be able to work evenings, weekends and two overnight retreats

Roles/Responsibilities

Program Facilitation

- Responsible for planning, facilitation, and execution of successful Core Program curriculum– four month, twice weekly programming (Wednesdays and Saturdays), Peer Leader meetings (Tuesdays)
- Responsible for planning, facilitation, and execution of successful Summer Leadership Impact Program (SLIP) curriculum– 6 week, twice weekly programming (Wednesdays and Fridays)
- Set the tone for all program activities; introduce the organization, build the connection to program curriculum, provide opportunities for reflection and attend to evolving group dynamics
- Ensure all program activities are framed within larger societal terms, social justice issues and impact
- Encourage leadership from all participants (especially youth), by identifying and exploring leadership opportunities in program through delegating tasks, capitalizing on participant skills, utilizing Mentor support etc.

- Honor and develop gifts and capacities of PLs, Mentors, and youth participants
- Build and maintain relationships with program participants
- Respond to participant crises and facilitate restorative practices when necessary
- Model leadership at all times by participating fully (when not directly leading), pushing your growing edge and having fun!
- Track attendance for PLs, Mentors and Prophets (first year youth)
- Communicate with program staff to ensure coordination of healthy meals at each program
- Incorporate community and program partners whenever possible

Peer Leader Program Management

- Trains PLs in group leadership, group facilitation, logistics and relevant life skills
- Lead, or train PLs to lead, weekly planning meetings / design meetings to encourage youth leadership
- Ensure planned activities utilize Program Quality methods – small groups, provocative questions, engaging activities
- Collaborate with Outdoor Coordinator to assist PLs in implementing a service-learning curriculum that allows youth to identify issues that are important to them
- Assist PLs in leading, shining, and facilitating as much of program as possible
- Conduct 1:1 check-ins quarterly-or as needed, and generally stay informed about PL's personal lives
- Manage timely communication of meetings, program related information (location, changes to agendas, etc), leadership opportunities and other relevant information to PLs
- Hold PLs accountable to the program's commitment while also providing support and resources
- Bond with your PLs - They are potentially your biggest support structure and have infinite potential for leadership!

Other Duties

- Build opportunities for tSB alumni and greater community to be involved meaningfully in programs
- Collaborate with Program Team to implement retention strategy
- Complete incident and accident reports as needed
- Keep yourself apprised of all mandated reporting incidents and make CPS reports when needed
- Collaborate with Program Manager to conduct evaluation of programs and support outcome reporting processes
- Assist with other organizational needs as time and scope of work allow

COMPENSATION AND BENEFITS

- 15 - 30 hours/week (potential to transition to full-time within first year)
- Pay Range: \$28 - \$33/hour dependent on experience
- Flexible schedule with paid sick leave
- Annual Membership to Outdoor ProLink
- Season Pass/Lift Tickets to Stevens Pass and/or the Summit at Snoqualmie when available

TO APPLY

Please submit a resume and cover letter, including your name and Program Specialist in the subject line to jobs@theserviceboard.org. Application will remain open until the position is filled. Interviews will be conducted on a rolling basis.

tSB is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces equity, and in compliance with applicable laws, tSB does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, genetic information, sexual orientation, gender identity or expression, or marital status. Persons of color and those familiar with our programs are strongly encouraged to apply.