Carver has an immediate need for a part-time Youth Development Specialist for our Teen Center program. We are seeking candidates who are available Mondays & Fridays, 3pm–6pm, Tuesdays, Wednesdays, Thursdays, 3pm- 7pm, with some flexibility for trips/school events, following the Port Chester School District academic calendar. Candidates with experience working with young people are urged to apply.

Who we are: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years. The Village of Port Chester’s demographics reflect that of large urban cities. The ethnic makeup of Port Chester is 59.4% Hispanic/Latino, 31.6% White, 6.5% African American, 2.1% Asian and 2.1% other. Our community is home to the highest percentage of Latinos (59.4%) and the lowest per capita income of the 44 communities in Westchester County. 67% of children in Port Chester are eligible for free lunch, the fourth highest rate in Westchester County. In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services are crafted to meet the holistic needs of people at every stage of life. Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services for immigrants (citizenship classes); programs for senior citizens; aquatics and more.

What we believe in: We measure success one individual at a time, as we are passionate and hyper-focused on improving and transforming lives across all stages of our learning continuum; an ideology that we embrace and practice within our staff, board of directors, and all other members of the Carver family. We intend to continuously elevate our standard of excellence across all facets of the organization, while maintaining our belief in outcome measurement and collective results. We are a culture of ‘YES’ which encourages free-thinking, risk-taking, and innovation as we strive to meet our mission every day. For more information about Carver and its services, please visit www.carvercenter.org.

Position Overview: The Teen Center Youth Development Specialist is responsible for supervision and support of youth participants involved in the Carver Teen Center Program. Specifically, the position assumes:

- Supervisory responsibility of Teen Center’s orientation, registration, and daily activities.
- Clerical responsibilities relating to the Teen Center Program
- Support and mentorship to all youth participants

Position Specific Duties/Responsibilities:

- Assist with managing Teen Center recruitment, registration, and orientation.
- Collaborate with local organizations and schools to expand program outreach and impact.
- Collaborate/plan/schedule volunteer and enrichment opportunities, trips, and outings.
- Supervise and monitor teens during after-school hours including mealtimes/trips/outings.
- Provide guidance, support, and a safe environment for teens to socialize, learn, and participate in activities.
- Assist in planning and organizing various after-school activities, workshops, and events for teens.
- Facilitate group activities, discussions, and skill-building sessions. Organize and lead recreational activities such as games, sports, STEAM activities, and team-building exercises.
- Collaborate with other staff members to create engaging and age-appropriate programs.
- Offer guidance in research, study skills, and time management techniques.
- Facilitate small study groups or connect youth with one-on-one tutoring opportunities.
- Ensure the safety of all teens by enforcing program rules and guidelines to maintain a safe and respectful environment.
- Assist the Scholars Advisor and Youth and Young Adults Program Manager with maintaining regular communication with parents/guardians, keeping them informed about program activities and updates.
- Build positive relationships with the youth and foster a sense of belonging within the Teen Center.
- Show respect for diversity and create an inclusive environment where all teens feel valued and accepted. Serve as a positive role model for teens, demonstrating professionalism, respect, and effective communication.
- Encourage active participation in program activities, discussions, and projects.
- Contribute ideas for improving the program and enhancing the overall experience for teens.
- Attend staff meetings, training sessions, participate in team meetings/brainstorming sessions to develop new initiatives.
- Keep the Teen Center clean, organized, and conducive to learning and socializing after every daily session.
- Help teens develop essential life skills that promote personal growth and success.
- Assist in organizing and participating in community service projects and events involving program participants.
- Offer guidance on standardized test preparation (SAT, ACT) and help students understand their options.
- Help students develop effective resumes and cover letters tailored to college applications and future job opportunities.
- Assist with conducting mock interviews and provide feedback to improve students' interview skills.
- Assist the Scholars Advisor and Youth and Young Adults Program Manager with providing one-on-one and group college and career coaching to students on academic and career pathways, goal setting, and decision-making.
- Assist with workshops and presentations on topics such as college admissions, financial literacy, resume writing, and job interview techniques, etc.
- Collaborate with staff to organize college fairs and career panels.

Data:
- Creating and collecting data using database system in place.
- Maintain students' records by reviewing notes, logging events and progress.
- Maintain accurate records of attendance, CACFP records, activities, and incidents.
- Help compile data for program evaluation and reporting purposes.
- Assist with the maintenance of rosters, attendance, program calendar, Link Tree, monthly data, and other programmatic material through the established systems both electronically and manually.

General:
- At the request of the Chief Program Officer, generate reports for meetings of the board of directors.
- Perform other duties as assigned.
Preferred Qualifications:

- Associate’s degree in education, human services or related field
- 1 year or more of experience working with teens in an educational, afterschool, or summer program settings.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to work effectively with diverse children, staff, parents, and community members.
- Conversational or Fluent Spanish, preferred.
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.
- Valid Driver’s License required

Carver Center employment policy requires the completion of a full background check prior to hiring.

Training Requirements to Maintain Position:

Attend and participate fully in required staff orientations, all required meetings and professional development sessions, including possible evening trainings, workshops, registration events, etc.

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Pay Rate: $22.50/hour commensurate with experience.

How to Apply: Email resume and optional cover letter to Karina Lehan, Director of Youth & Family Programs, klehan@carvercenter.org.

PORT CHESTER CARVER CENTER
400 Westchester Avenue, Port Chester, NY 10573