



Carver has an immediate need for a part-time Youth Development Specialist in our Teen Center department. We are seeking candidates who are available on Mondays & Fridays, 2:30pm–6pm, Tuesdays, Wednesdays, Thursdays, 2:30pm – 7pm, with some flexibility for trips/school events, following the Port Chester School District academic calendar. Candidates with experience working with young people preferred. Drivers License required.

About us: The Port Chester Carver Center helps our community thrive through programs that nourish, educate, and empower. 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. 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 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 to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

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 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 Teen Center staff 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.
- Assist students in completing the Free Application for Federal Student Aid (FAFSA), other financial aid applications, and college applications.
- 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.
- Provide one-on-one and group college and career coaching to students on academic and career pathways, goal setting, and decision-making.
- Host and create 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.

Position Qualifications:

- Associate 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.
- Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.
- Valid Driver's License Required

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, creed, color, religion, marital status, familial status, age,

national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, predisposing genetic characteristics veteran status, domestic violence victim status, or any other status protected under federal, state, or local law. Carver Center employment policy requires the completion of a full background check prior to hiring, as well as references.

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
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