Carver has an immediate need for a part-time Youth Development Specialist in our Teen Center department. We are seeking candidates who are available Mondays & Fridays, 2:30-6PM AND Tuesdays, Wednesdays, Thursdays, 2:30-7PM with some flexibility for trips/school events, following the Port Chester School District academic calendar.

Position Overview: The Teen Center Youth Development Specialist is responsible for supervising, mentoring, and supporting youth participants while helping plan engaging programs, maintaining a safe and inclusive environment, and assisting with daily program operations.

Position Specific Duties/Responsibilities:

- Assist with Teen Center program recruitment, registration, and orientation.
- Plan and support enrichment activities, workshops, trips, volunteer opportunities, and special events.
- Supervise youth during program hours, meals, field trips, and outings while ensuring participant safety.
- Build positive relationships with youth and foster an inclusive, respectful, and welcoming environment.
- Facilitate recreational (games, sports, team-building exercises), educational, STEAM, leadership, and life skills activities.
- Support academic success through study skills, tutoring connections, FAFSA assistance, college applications, resumes, cover letters, and mock interviews.
- Facilitate small study groups or connect youth with one-on-one tutoring opportunities.
- 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.
- Ensure the safety of all teens by enforcing program rules and guidelines to maintain a safe and respectful environment.
- Maintain communication with parents/guardians regarding program activities and participant progress.
- Maintain attendance, participant records, database entries, CACFP documentation, and incident reports.
- Assist with data collection, program evaluation, and reports as requested.
- Maintain a clean, organized Teen Center and participate in staff meetings and trainings.
- Maintain accurate records of attendance, CACFP records, activities, and incidents.
- 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.
- Bilingual in Spanish required. Valid Driver's License Required.
- Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams.

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.

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: $19 - $22.50 /hour commensurate with experience

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

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