

JOB TITLE: Youth Program Specialist (School-Based)

EMPLOYER: Asian Youth Center

REPORTS TO: Program Manager/Assistant Program Director/Program Director

EFFECTIVE DATE: May 8, 2026

FLSA STATUS: Hourly, Full-Time, Non-Exempt, At-Will

SALARY: \$29.00

SUMMARY: The Asian Youth Center is seeking a dedicated Youth Program Specialist to provide school-based services focused on student engagement, conflict resolution, and wellness support. This role works directly with middle school students, particularly those facing behavioral, social, or environmental challenges—to promote positive development, improve school engagement, and reduce disciplinary incidents.

The ideal candidate is experienced in working with at-risk youth, skilled in facilitation and relationship-building, and comfortable managing both direct services and program documentation.

DUTIES AND RESPONSIBILITIES:

- Mentor, motivate, inspire, and empower clients by establishing a trusting relationship with clients.
- Maintain accurate and up-to-date documentation; Ensure that accurate and timely reports are submitted as required by AYC and the funding source.
- Monitor progress toward and ensure accomplishment of program goals and outcomes.
- Attend required meetings and training.
- Comply with Quality Assurance plans and implement appropriate evaluation activities.
- Other related duties as assigned by the Program Manager/Director or as identified in program manuals or funding source contracts.
- Provide direct service to approximately 115 students (15% of the school population)
- Collaborate with school administrators, teachers, and staff to identify and refer students for services
- Accept referrals from school personnel, students, and partner agencies
- Conduct regular (monthly) check-ins with students to monitor progress and provide support
- Maintain accurate and timely documentation of student interactions, services, and outcomes
- Build positive relationships with students, staff, and families

Programming Implementation and Reporting

- Develop and implement a program plan, workshop schedule, and service strategy within 30 days of hire
- Maintain student records, attendance logs, and service documentation
- Track referrals and outcomes using a designated system
- Submit monthly and quarterly reports summarizing services, outcomes, and program impact
- Ensure compliance with all data privacy and confidentiality standards
- Participate in ongoing communication with school staff and partner agencies

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in social work, Psychology, Education, or a related field (or equivalent experience)
- Experience working with at-risk or underserved youth in a school or community setting
- Knowledge of conflict resolution, restorative justice, or youth development practices preferred
- Strong facilitation, communication, and interpersonal skills
- Ability to manage documentation, reporting, and multiple responsibilities effectively
- Bilingual skills are a plus (but not required)
- Ability to motivate, lead, and build team with staff.
- Experience working with diverse communities.
- Excellent verbal and written communication skills and attention to detail in documentation.
- Computer literate.

PREFERRED QUALIFICATIONS:

- Ability to work on-site during school hours
- Must be authorized to work in the U.S.
- Must pass all required background checks and clearances: Passing pre-hire documentation (TB test, Drug Test, Background Check)
- Adult, Child, and Infant CPR/AED & First Aid Certification
- Have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance.

COMPETENCIES:

- **Cultural Competence** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Frequently required to talk or hear
- Occasional exposure to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate to loud

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please send a cover letter and resume along with 3 references to careers@aycla.org.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.