Organization: Youth & Family Services (YFS)  
Department: Girls Inc. (GI)

Position: Literacy Group Leader  
Status: Part-Time  
Reports to: Girls Incorporated Center Director  
Location: Rapid City, SD

Work Schedule:  
Work Days: Monday through Friday  
Hours/Week: 20, School Year (2:00 PM – 6:00 PM) Winter (9:00 AM – 3:00 PM)  
Work schedule may vary dependent upon program needs.

Non-smoking work environment. Wage DOE. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our Benefit Synopsis.

Minimum Qualifications: High School diploma or GED (Bachelor's Degree preferred). Knowledge of computers, supervisory and organizational skills. Must be knowledgeable of the needs of girls and an ability to be responsive to those needs. Experience working with elementary children and facilitating youth activities. Ability to relate to co-workers, parents and general public. Current vehicle liability insurance and a valid driver’s license required.

Essential Functions: Plan and Implement daily Literacy lessons. Plan and deliver creative, small group literacy/self-esteem/enrichment support for members. Create a safe, respectful youth development based learning environment. Maintain accountability to grants and funding sources. Maintain records as required in the form of attendance and evaluations. Follow approved agency policies and safety procedures regarding members. Participate in staff meetings, training, and all agency in-service sessions. Maintain professionalism through effective communication, appropriate role modeling, continuing self-improvement and demonstration of a positive attitude. Communicate regularly with families, teachers and volunteers. Implement programming to members. Work cooperatively with Child Development Specialists and Center Director (TEAMWORK).

Additional Functions: Understanding the needs of members and the ability to be responsive to those needs. Ability to spark curiosity, creativity and confidence in members. Assist in planning, coordinating and implementing staff in-services, parent events and special events. Maintain records as required in the form of attendance and evaluations. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Inform Center Coordinator of all aspects regarding members/clients. Inform Center Director of all aspects regarding members/clients. Promote and support all YFS programs and services. Conduct and monitor effective security measures. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: http://www.youthandfamilyservices.org/careers/. Please note that resume only will not be accepted.

How to Submit Application:  
By email: yfsrr@youthandfamilyservices.org  
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!