

Organization: **Youth & Family Services (YFS)**

Department: **MS**

Position: **Middle School Youth Program Specialist**

Status: **Full-Time**

Reports to: **Out-of-School Time Programs/Girls Inc. Director**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. 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, and more!

**Minimum Qualifications:** Bachelor's degree in child development, education or related field. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Knowledge of computers with a strong interest in technology experiences for youth, like robotics, 3D printing, coding, etc. Supervisory and organizational skills and ability to relate to co-workers, parents and the general public. Current vehicle liability insurance and a valid driver's license required. Experience working with youth including knowledge about the needs of youth and an ability to be responsive to those needs. Ability to maintain confidentiality. Ability to work in a variety of environmental settings, indoors, and outdoors.

**Essential Functions:**

- Implement programming to members.
- Maintain accountability to grants and funding sources. Maintain records as required in the form of attendance and evaluations.
- Follow approved agency policies and procedures regarding members.
- Inform Supervisor of all aspects regarding members/clients.
- Attend all staff meetings and trainings as requested by supervisor.
- Maintain professionalism through effective communication, appropriate role modeling, continuing self-improvement and demonstration of a positive attitude.
- Plan informal educational activities for children that incorporate a broad-based knowledge in areas of careers and life planning, health/sexuality, leadership and community action, sports and adventure, self-reliance and life skills and culture/heritage.
- Maintain a working knowledge of the needs of youth and the ability to be responsive to those needs.
- Work cooperatively with YFS Middle School program staff and staff in other associated programs. (TEAMWORK)
- Ability to multitask and work in a fast-paced environment.
- Assist in planning, coordinating and implementing staff in-services, special events and parent engagement activities.

**Additional Functions:** Conduct and monitor effective security measures. Perform additional duties as assigned by supervisor. Assist in securing the non-federal match as required. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services.

**Environmental Functions:** Perform duties in a controlled office environment and in informal settings with various size groups of children. 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: [yfshr@youthandfamilyservices.org](mailto:yfshr@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 our HR Team at 605-342-4195!**