

Youth Development Specialist – 0351

PROPERTY: Faircliff Plaza West

REPORTS TO: Onsite Community Manager

POSITION: Full Time, 40 hours per week, Monday- Friday. Flexible hours including evening and some weekend hours.

ORGANIZATIONAL BACKGROUND:

Habitat America, a third party property management company, has been managing apartment communities for over 30 years with the highest level of service for our residents. Offering senior living, affordable and market-rate apartments in Delaware, Maryland, Pennsylvania, Virginia and Washington, DC, we strive to deliver professionally run communities that provide space to enjoy happy, healthy lifestyles.

Habitat America offers a pleasant working atmosphere with advancement opportunities, competitive salary, along with benefits. These benefits include health and dental plans, paid time off, online and in-person job training, access to 401k plan and much more! Habitat America puts strong emphasis on professional growth and promoting from within; training and allowance plans are offered for education.

Faircliff Plaza West is professionally managed by Habitat America for Somerset Development Company. Somerset's Community Resource Manager oversees program direction, outcomes, and fiscal management of Resident Services programming at all Somerset sites.

Faircliff Plaza West Apartments (FPW) is a 112 unit, Project Based Section 8, apartment complex in the Columbia Heights neighborhood of Washington, DC. Faircliff Plaza West Apartments was acquired in 2005 by Somerset Development Company, LLC with its limited partners and the FPW Tenant Association. The Ownership (FPW, LP) provides a share of net cash flow for resident services and has partnered with Faircliff Plaza West Community Center Association (FPWCCA), a 501 (c) 3 non-profit entity to provide those services. The goals of the resident services program are to provide community activities, educational and social services to the residents of FPW and surrounding community.

POSITION:

The Youth Development Specialist is employed and supervised by Habitat America. FPWCCA and Somerset Development Company will provide program direction.

Specific Responsibilities include, but are not limited to, the following:

1. **Plan and Implement After School, College and Career Readiness, & Summer Program:** Plan and lead educational and recreational programming for children and teens including an after school program and summer camp for elementary school students. Program will be planned and implemented in tandem with other Resident Service Coordinators. All programming will be developed as part of a team. School year program focus is homework completion, social-emotional learning, and overall academic success. Summer program focus is preventing summer learning loss and exposing participants to new experiences. Teen College and Career Readiness program assist students on the path to high school graduation and the post-secondary college and career opportunities aligned with their interests and goals.
2. **Facilitate Communication with Program Parents and Recruit for Programs:** Maintain consistent, positive communication with program parents about programs. Produce a monthly calendar of events and opportunities for families with children at Faircliff Plaza West. Get parent input about programming decisions, and recruit youth to participate in programs.
3. **Provide Case Management:** Provide holistic and comprehensive case management services to program families, and families with children in need including: intake assessment, benefit assessment, goal setting, long & short term case plan development, progress monitoring,

advocacy and referrals to District resources. Assist families in completing forms and applications and guide them in making linkages to appropriate agencies.

4. **Maintain Partnerships:** Maintain contact with DCPS and Charter School teachers and counseling staff, and other community partners, including non-profits and vendors, to bring relevant workshops, programs, activities, and opportunities to the community.
5. **Supervise Summer Camp Counselors, Interns and Volunteers:** Coordinate with and supervise summer camp counselors, interns and volunteers to meet program needs.
6. **Maintain Community Spaces and Equipment:** Maintain an appropriate learning environment to facilitate activities. Ensure program participants using the community room and computer center clean up after each activity and take care of the equipment in each room. Maintain computer equipment by coordinating technical support for adjustments and repairs, as necessary, and upgrades, as possible.
7. **Collect Data for Reporting Purposes:** Compile relevant data for monthly report on program outcomes. Assist with the completion monthly reports on time each month and other reports, as requested. Based on program participation data and other input from families and youth, use the allocated program funds to provide a variety of popular programs and useful services without overspending. Provide accurate and timely documentation of all expenses.
8. **Other duties as assigned.**

REQUIREMENTS:

- Bachelor's Degree in Education, Youth Development, or related field.
- Minimum of three years' experience planning and implementing programs for children and families in a school or out of school time setting.
- Experience tutoring youth.
- Passion and interest in working with youth.
- Must be creative and a strong problem solver.
- Technology Proficient
- Experience reporting outcomes.
- Strong interpersonal and organizational skills, computer skills and be competent in Microsoft Office programs.

ADDITIONAL QUALIFICATIONS DESIRED

- CPR/ First Aid training; food handling certification
- Experience teaching arts, music, or other creative discipline
- Fluency in Spanish is a plus

Term & Compensation: Compensation based on salary history and experience.

Application: Application must include a cover letter, resume, and salary requirements. All applicants must apply at www.HabitatAmerica.com

EOE.