

Youth Development Specialist - 0354 Part Time

PROPERTY: Hubbard Place Apartments

REPORTS TO: Onsite Community Manager

POSITION: Part Time, 30 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 promotion from within; training and allowance plans are offered for education.

Hubbard Place Apartments is professionally managed by Habitat America for Somerset Development Company. Somerset's Community Resources Manager oversees program direction, outcomes, and fiscal management of Resident Services programming at all Somerset sites.

POSITION:

In collaboration with the 3500 14th Street, NW Tenant Association, Somerset Development Company completed a historic renovation of the Cavalier Apartments and preserved the affordable rents through a Project Based Section 8 contract for all 230 households living there in 2009. The Cavalier Apartments were renamed "Hubbard Place" in honor of community leader Leroy Hubbard, whose career was dedicated to rebuilding 14th Street after the civil disorder of 1968.

The building, which was constructed in the late 1920's and has been placed on the National Register of Historic Places, is a nine story mid-rise with 230 apartments along with ground floor retail and office spaces, located just blocks from the D.C. USA retail complex, the Tivoli Theater, and the Columbia Heights metro line.

Working with the Tenant Association and an array of partners, the Resident Services team provides a broad range of social services. They are responsible for implementing and developing programs and partnerships, which include after school and summer programs, computer instruction, gardening, job referrals, scholarships, health and wellness, and a variety of youth and senior activities.

The Youth Development Specialist is an employee of Habitat America and reports to the Community Manager onsite. The YDS is responsible for the design, implementation, and management of afterschool and summer youth programs at Hubbard Place. This position is also responsible for recruitment, parent engagement, and social service assistance for the families with children at

Hubbard Place. Responsibilities include but are not limited to connecting families with needed and available community resources, coordinating and implementing social activities & educational programs for youth and their families, and partnership development.

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

1. Assist with Planning 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 Hubbard Place. 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 links 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 use 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 of 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.
- Proficient with Technology
- 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 Amharic 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.