



## HOPE585 Job Description

<b>JOB TITLE:</b>	Youth Engagement Support Staff
<b>PAY RANGE</b>	\$18.00- \$22.00
<b>REPORTS TO:</b>	Manager of Programs
<b>FLSA STATUS:</b> ☐	Non-Exempt
<b>TYPICAL SCHEDULE:</b>	Per diem/10-15 hours and possible weekends
<b>SUPERVISES:</b>	N/A

### JOB SUMMARY

HOPE585 is seeking a Youth Engagement Support Staff to assist in the implementation of youth programming within our mentorship initiative. This role provides crucial support to the Mentorship and Youth Engagement Coordinator by helping with transportation logistics, activity preparation, and direct engagement with program participants. The position focuses on creating positive experiences for youth while ensuring program operations run smoothly.

### Key Responsibilities

- Develop authentic, supportive relationships with program participants ages 15-21
- Coordinate and provide safe transportation for youth to program activities, appointments, and educational opportunities
- Facilitate and plan “Hope Rising” nights twice a month.
- Plan, implement, and lead age-appropriate recreational, educational, and life skills activities, and Restorative circles.
- Maintain accurate records of youth participation, transportation logs, and activity outcomes
- Collaborate with parents/guardians, schools, and community partners to support youth success
- Identify and address barriers to program participation
- Create individualized engagement plans based on youth interests and needs
- Serve as a consistent, positive adult presence in youth participants' lives
- Support youth in setting and achieving personal, educational, and career goals

### Qualifications

- High school diploma, some college coursework in education, human services, or related field preferred

- 3+ years' experience working with youth in structured settings
- Valid driver's license with clean driving record
- Basic understanding of youth development principles
- Strong communication skills with youth and adults
- Reliability and punctuality
- Ability to follow established protocols and procedures
- Willingness to learn and implement mentoring techniques
- Successfully pass background check and drug screening
- CPR/First Aid certification (or willingness to obtain)
- Availability to work evenings and weekends as needed for volunteer events and mentorship activities.

## **Personal Qualities**

- Genuine interest in supporting youth development
- Patience and positive attitude
- Flexibility and adaptability
- Team-oriented approach
- Energy and enthusiasm for engaging with young people
- Commitment to creating inclusive environments

## **What We Offer Here at HOPE585**

- Competitive hourly wage
- Skill development opportunities
- Supportive team environment
- Opportunity to make a difference in young people's lives
- Potential for advancement within the organization

## **Other Duties:**

- Identify opportunities for process improvements.
- Attending all required training and staff meetings.

- Document implementation at the end of the day
- Must pass a background check.
- Availability to work evenings and weekends as needed for events and mentorship activities.
- Reliable transportation for outreach and events.

## **Required Knowledge, Skills, and Abilities:**

- Excellent communication, organizational, and interpersonal skills.
- Ability to work collaboratively with diverse groups and individuals.
- Proficient in Microsoft Office Suite and social media platforms.
- Values working in a diverse, team-oriented environment, compassionately serving and advocating for people with different needs and from different backgrounds, lifestyles, and cultures.
- Self-directed and ability to maintain a growth mindset.
- Maintain professional boundaries and maintain confidential information, files, and agency materials.
- Openness to feedback and supervision.
- Understand and follow complex processes and procedures as directed.

## **Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office and public-facing environment
- Regular speaking, hearing, communication with others
- Ability to stand for extended periods (example: up to 3-4 hours)
- Periodic driving required (example: up to 1.5-hour distance)
- Occasional lifting, up to 25 pounds

## **HOPE585 Competencies**

- |                        |                       |
|------------------------|-----------------------|
| • Leadership Qualities | • Interpersonal Savvy |
| • Action Oriented      | • Peer Relationships  |
| • Ethics and Values    | • Self-Knowledge      |
| • Integrity and Trust  | • Strong Values       |

Interested candidates should send their resumes to Tiffany Anderson at [tanderson@hope585.org](mailto:tanderson@hope585.org) by May 25<sup>th</sup>.