

FRIENDS ASSOCIATION FOR CHILDREN
1004 SAINT JOHN STREET
RICHMOND, VA 23220

YOUTH DEVELOPMENT WORKER (part-time)

- I. **Qualifications:** High school graduate plus training and experience (Associate of Science in education or human service field preferred), proficient reading, writing and public relations skills and ability to work with children, families and human resource agency personnel. Must demonstrate the ability to supervise children, ages 6 to 17, enrolled in the program. Computer skills are required. Current driver's license with excellent driving history and experience operating a 15 passenger van preferred. Must be sensitive and responsive to the cultural differences of consumers.
- II. **Responsibilities:** Provide assistance and support to youth who participate in the direct service component of the Youth Enrichment Program.
- III. **Duties:**
- A. Responsible for recruitment, registration and orientation of program participants.
 - B. Provides leadership in the planning and implementation of new program concepts in after school service program.
 - C. Plans and carries out daily educational and social development service activities.
 - D. Assist with the management and maintenance of family service support programs.
 - E. Supervision of program participants within the agency and on field trips.
 - F. Schedules and maintains youth development/ school age component activity areas.
 - G. Assist with the maintenance, distribution and storage of supplies, material and equipment.
 - H. Performs other assigned duties.
- IV. **Reports To:** Center Social Worker
- V. **Salary:** \$10.00/Hour
- VI. **Benefits:** None
- VII. **Work Hours:** 3PM – 6PM, Monday – Friday*
*Hours may vary due to field trips/events (Up to 15 – 20 Hours/Week Maximum)
- VIII. **Location:** John C. Purnell, Jr. Child Development Center (1004 Saint John Street)
- IX. **To Apply:** Download an application on the Careers page or obtain in person at either of the two FRIENDS locations and submit resume and Driver's history transcript to:

Human Resources Department
FRIENDS Association for Children
1004 Saint John Street
Richmond, VA 23220
FAX: (804) 644-0509
EMAIL: jobs@friendsassn.org

CURRENT DRIVER'S HISTORY TRANSCRIPT MUST BE SUBMITTED TO BE CONSIDERED FOR EMPLOYMENT! NO EXCEPTIONS!!!

FRIENDS Association for Children is an equal opportunity provider and employer