

Office of Youth Services-Hillsborough, NH

Project Genesis is a safe and professionally supervised environment that supports individual and group success by fostering healthy peer relationships and interactions. The center aims to be a productive place where youth can form friendships and explore personal interests and hobbies through classes and group possibilities; all while working with staff and peers to navigate the social and emotional challenges of adolescent life.

Job Description: Community Outreach Specialist

General Statement of Duties: The Community Outreach Specialist is responsible for connecting the Office of Youth Services with the surrounding communities and partnerships. Main duties include brainstorming potential partnerships or methods for engagement with the local community, maintaining a calendar for outreach events and community service opportunities and working closely with partners to plan and execute various outreach events.

Distinguishing Features of the Position: Typical hours and days are Tuesday through Friday totaling 32hrs/week with after-hours work as needed for special events and attending occasional meetings. Flexibility in schedule (days and times) can be negotiated with the Director of Youth Services. The Community Outreach Specialist will engage with middle and high school aged youth, families, and local interns and volunteers to collaboratively plan events and recruit volunteers.

Responsibilities:

- Recruit Youth Center volunteers and interns
- Maintain safe, clean, and secure environment at the Youth Center and during Community Service outings
- Determine facility and program needs and update Director as needed
- Plan, develop, organize, and implement collaboratively with the Director of Youth Services to create and maintain Youth Center onsite/offsite community service activities
- Supervise and conduct offsite community service opportunities on a consistent basis and report completed hours to Director of Youth Services
- Create and maintain effective working relationships with community members, local businesses and school districts to increase awareness and partnerships
- Report youth attendance, discipline and other pertinent matters to the Director of Youth Services.
- Work collaboratively with the Youth Services Program Assistant and other support staff

Communication: The position requires strong verbal and written communication skills with the ability to effectively communicate with and to work well with children, other employees, volunteers, and members of the community. The ideal candidate will possess:

- A Bachelor's Degree in Social Work, Education, Psychology or Nonprofit work and have experience in youth work, social services, juvenile justice, education, program management or an equivalent combination
- Strong computer skills to effectively utilize current software such as Word and Excel to track community service hours and communicate with community partners.
- The ability to work independently and efficiently while taking initiative and managing an independent schedule
- Strong organizational and problem-solving skills
- The ability to demonstrate good judgment, strong boundaries when working with youth and form healthy and positive relationships with key partners
- The ability to function with a great deal of independence and personal accountability
- Exhibit a cheerful and friendly attitude and show respect and concern for others
- Knowledge of social media apps to promote events and engage with community entities
- Creative and engaging motivation to mentor and inspire youth through enriching programming and activities

***All eligible candidates must be able to pass a criminal background check and have a clean driving record**

Reimbursement: Pay is determined based on level of education and experience

All interested applicants please send resumes and cover letters to Chelsea Mather, Director of Youth Services via email at ysdirector@hillsboroughnh.net