Bellaire Puritas Development Corporation
Youth Development Assistant (Summer)

The Youth Development Assistant (Summer) coordinates and supervises a team of Y.O.U. summer participants in completing a variety of neighborhood improvement projects including gardening, landscaping, painting, and neighborhood clean-ups. The Youth Development Assistant reports directly to BPDC’s Youth Development Director, and works alongside community partners.

The position summary and details are as follows:

Responsibilities
- Manage and supervise five Y.O.U. summer participants.
- Work with Youth Development Director to establish the six-week schedule of activities.
- Communicate with projects partners to plan projects and secure equipment and supplies.
- Create and maintain safe working environment for Y.O.U. participants.
- Model and teach job readiness skills
- Manage Y.O.U. timesheets and other necessary paperwork.
- Ability to communicate effectively with all parties involved in summer work experience, including youth, parents of youth, Y.O.U. representatives, etc…
- Coach participants in need of extra support
- Organize means of transportation for youth as necessary during the work day

Qualifications
- Bachelor’s degree in education or related field preferred. Some college required.
- One to two years directly serving youth through teaching and/or conducting activities in out-of-school time programming
- Previous experience working with diverse populations (racial/ethnic, socioeconomic, gender, age and education levels)
- Excellent communication skills; oral and written and strong interpersonal skills
- Demonstrated ability to plan, organize, and implement services
- Willingness to “jump into action” wherever necessary to accomplish required tasks
- Ability to adapt to changing circumstances and priorities
- Computer literate with the Microsoft Office Suite in particular Outlook, Word, and Excel.
- Must meet the criminal background check requirements to work in a State of Ohio licensed child care center