



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*



AmeriCorps Service Position Description

Position Title: Youth Services Specialist

Department: Urban Youth Empowerment Program (UYEP)

Site Supervisor: Youth and Young Adults Program Supervisor

Summary of Service

Under the direction of the Youth and Young Adults Services Program Supervisor, the Youth Services Specialist will work with program staff and participants while demonstrating a strong understanding of community progress values and practices by providing quantitative data breakdowns to turn program data into information, information into insight. The mission of the Urban League of Essex County is to assist disadvantaged residents in the achievement of social and economic self-sufficiency. For more than 97 years, we have provided valuable services in education, housing and employment to underserved populations in Essex County. Our work has put thousands on the path to employment, home ownership and family and community stability, and we remain firmly committed to our charge.

Job Duties

The Youth Services Specialist responsibilities include review of program data for completeness and accuracy by regulating program information and exercising data quality control to organize participant touchpoints.

Service Responsibilities

Maintain participant data and provide ongoing information to program staff. Monitor participant touchpoint systems to optimize program efficiency and quality. Acquire data from primary or secondary data sources using the information to capture participant information. Filter and “clean” data by reviewing reports, printouts, and performance indicators. Work with management to prioritize participant information requirements as needed.

Desired Skills

- ❖ Desire and ability to work with a diverse group of people, particularly those living in low-income, distressed neighborhoods
- ❖ Excellent written and oral communication skills; outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- ❖ Must be able to operate a personal computer using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to prioritize and effectively manage time and communications.

Program Eligibility Requirements

- ❖ Possess a high school diploma, GED certificate or experience in professional interpersonal environments
- ❖ Have status as a US citizen or possess permanent resident status
- ❖ Ability to work in a team

Terms of Service

- ❖ May through December 2017

Time Requirements

- ❖ Part time 15 minimum hours per week

I understand and agree to abide by the AmeriCorps provisions above. As an AmeriCorps member, I have not and will not take part in prohibited activities directly and I have not and will not take part in prohibited activities indirectly in any way, including recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

Member Name Print: _____ Date:
Member Signature: _____ Date:
Site Supervisor Signature: _____ Date:
Program Manager Signature: _____ Date:

The Urban League of Essex County promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.