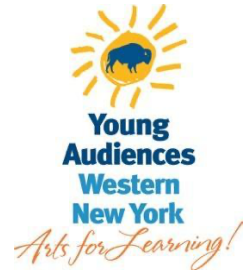


Young Audiences of Western New York – Job Description

Job Title: Youth Services Facilitator
Reports To: Director of Programs
Status: Hourly – Full Time/Non-Exempt
Location: Central Library, Downtown Buffalo (Some remote work available)



Summary: The Youth Services Facilitator serves as the lead facilitator for two major Young Audiences programs: ArtWorks (a workforce development initiative where youth get paid to create) and Young Generations (a partnership with Erie County System of Care). The Youth Services Facilitator will be highly organized and detail-oriented and a strong relationship builder who is flexible to the needs of the youth participating in the program(s). Young Audiences of Western New York seeks to hire candidates with a diversity of experiences and perspectives in respect to race, gender, and geography. We believe that our board, staff, and teaching artist roster should reflect the beautifully diverse community that makes up Buffalo and Western New York.

ESSENTIAL DUTIES & RESPONSIBILITIES:

ArtWorks Program Coordination and Facilitation (60%)

ArtWorks is a paid creative arts-based job training and college readiness program for Western New York high school students, ages 14-18. Students are hired as paid apprentices to train under Master Teaching Artists, who mentor the youth in an art form while teaching them skills transferable to any future workplace or college. ArtWorks runs as a 24 week after school program and as a 6-week summer program. After school program runs weekly on Mondays, Tuesdays, and Wednesdays from 4:00 - 6:00pm. Duties include, but are not limited to:

- Supervise and coordinate ArtWorks, Young Audiences of WNY's teen arts integration workforce development program.
- Coordinate, provide, and assist with youth professional development opportunities and conferences offered to ArtWorks participants.
- Supervise cohorts of 10-20 ArtWorks apprentices including hiring, scheduling, approving timecards, employment review, and potential disciplinary action.
- Responsible for communication of important updates and information between ArtWorks participants, teaching artists, caregivers/families and partner organizations or public entities.
- Manage recruitment for new ArtWorks participants for the school year long program as well as summer.
- Facilitate Request for Proposal (RFP) process to select Master Teaching Artist (s) each semester.
- Assist in the development of mentoring and leadership skills for participating youth.
- Manage planning, implementation, and reflection for long term partnerships with outside of school and alternative education partners.
- Responsible for any program related reporting, evaluation, and documentation.

Young Generations Program Coordination and Facilitation (30%)

Young Generations is a restorative justice-arts program, connecting students ages 13-19 to arts education, workforce development, and community initiatives. This after school program meets in-person at the Young Audiences office on Thursdays from 4:00-5:30pm and operates year-round, providing an enriching setting and meets the needs of teens. Connections are made through the Erie County System of Care. Duties include, but are not limited to:

- Lead the facilitation of Young Generations including workforce development training, coordinating with teaching artists, and providing a supportive environment for youth who have experienced trauma.
- Collaborate with teaching artists to connect booking partners to the right programs while maintaining up-to-date records.
- Manage the Erie County Department of Probation budget as part of an overall Family Help Center contract.
- Coordinate with Erie County Department of Probation to manage and recruit referrals.
- Record attendance, evaluation results and other data as needed for reporting.
- Work cooperatively with all System of Care representatives and Erie County to ensure the effective integration of services delivered to youth, including attending meetings as needed.

Office Management and Logistics (10%)

Oversee administrative and logistical components of the Program Department. Duties include, but are not limited to:

- Receive incoming phone calls and emails, maintaining a friendly, knowledgeable, and helpful demeanor.
- Assist with creating and maintaining efficient systems for file and data management.
- Attends training in Trauma Informed Care and JEDII (Justice, Equity, Diversity, Inclusion & Innovation) to develop professional skills and new implementation strategies for facilitated programs.
- Prepare materials for reporting for government, foundation and corporate grants or contracts.
- Maintain efficient filing and storage systems (hard copy & digital) for all records, archives, etc.
- Coordinate with the Director of Programs to evaluate, assess and document progress of all programs.

QUALIFICATION REQUIREMENTS:

- 3+ years of experience facilitating youth programs
- 1+ years of experience in an administrative role
- Bachelor's Degree in social work or another related field
- Ability to work until 6:30PM on Monday, Tuesday, and Wednesdays during the school year, and until 6:00pm on Thursdays year-round.
- Commitment and passion for the mission of Young Audiences of WNY
- An eye for creating efficient systems and tracking details
- Ability to prioritize tasks and flexibility meet competing deadlines
- Ability to develop trusting relationships with diverse individuals of different backgrounds
- Strong oral and written communication skills
- Some weekends required as needed based on program schedule
- Multilingual candidates are a plus
- Models and practices sensitivity, fair treatment, and acceptance of diversity in all interpersonal interactions.

This is a non-exempt, full-time, hourly position with a pay rate of \$35,000 to \$40,000 annually. Benefits include PTO, 12 paid holidays, parking pass, ability to contribute to an employer sponsored 403b retirement plan, and ability to enroll in a staff member only contract for medical insurance on the first day of the month following 60 days of employment.

To apply: Send an email with "Youth Services Facilitator" in the subject line to employment@yawny.org. Included in pdf format: resume, cover letter, and three references, that will only be called after a candidate has an interview. No phone calls please.

Young Audiences is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.