



POSITION: EDUCATION SUPPORT SPECIALIST

REPORTS TO: This position reports to the Director of Programs*

PURPOSE: Coordinate and implement all aspects of Youth Haven’s Educational Support Programming including the delivery of the curriculum, staff development, group composition, scheduling, and data collection.

EMPLOYMENT CATEGORY: This position is considered NONEXEMPT under the Fair Labor Standards Act (FLSA) 29 CFR 778.415 – 778.421. NONEXEMPT employees are entitled to overtime pay under the specific provisions of this law.

FUNCTIONAL RESPONSIBILITIES:

- Manage all aspects of Youth Haven’s Education Support Programming for youth including direct services for those in and out of school
- Assess and create educational support opportunities for youth
- Work with community partners to deliver Life skills and Enrichment curriculum to clients.
- Support all levels and grades of educational support including future planning, tutoring, and education “counseling” one on one and in groups
- Responsible for all technology associated with education and learning
- Work with case managers and assist with documentation and case file management of the program.
- Manage data and input statistics on services required by grant funding or other entities
- Complete reports on outcome and performance measures.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

- The ideal candidate will have at minimum Bachelor’s Degree in Social Services or related field from an accredited college or university.
- Excellent writing and computer skills.
- Two years of social services experience with children and child development education or training.
- Present as patient, friendly, outgoing, and enthusiastic.
- Be self-motivated and dependable.
- Good driving record with current Florida’s driver’s license and valid auto insurance.

EMPLOYEE’S SIGNATURE: _____

DATE: _____

EXECUTIVE DIRECTOR’S SIGNATURE: _____

DATE: _____

*temporarily to the Director of Training