



PROGRAM SPECIALIST /PART-TIME

The Program Specialist is responsible for (but not limited to) daily planning and implementation of youth activities that are consistent with the organization’s youth development program, strategy and mission.

Position & Job Details*:

Activity Planning & Facilitation:	<ul style="list-style-type: none"> • Create and implement in collaboration with the Program Coordinator the activities that make up the LYC program using a framework provided.
Mentoring & Promoting the LYC Program:	<ul style="list-style-type: none"> • Supervises and works directly with youth members, aides and volunteers. • Provides encouragement to all youth with making positive choices and displaying acceptable behavior. • Makes presentations to schools, parent groups for promotion of programs. • Assist with recruiting members. • Help plan and participate in all fundraising activities and events.
Administrative & Supervisory Support:	<ul style="list-style-type: none"> • Prepares purchase orders, make copies, assist with evaluation of program activities. Supervises and delegates tasks to Program Aides and Volunteers. • Answers phone calls, timely responds to emails, inputs program data and maintains program statistics.
<p>* This Is not intended to be an all-inclusive list of job tasks; but rather a list of the key day-to-day duties associated with this position.</p>	

Minimum Qualifications:

- High School Diploma or equivalent (Candidates with an Associates/Bachelors Degree preferred).
- Proficient in Microsoft Excel and Mac Operating Systems.
- One-year experience working with youth in a professional setting.
- Able to work flexible hours and days.
- Able to stand for long periods of time.
- Ability and desire to work with youth, including “at-risk” youth.
- Ability to communicate and work effectively with others.
- Possess a current CPR/First Aid Certificate (or obtain one within 90 days of employment).

How to Apply:

- 1) Download an application online at <http://www.lanaiyouthcenter.org/careeropportunities.html>
 - 2) Email your Resume & Completed LYC Application by **Monday, October 7, 2019** to nancy@lanaiyc.org.
- For more information please call (808) 565-7675