



## Job Description

**Job Title:** Youth Advocate  
**Location:** New York, NY  
**FLSA Status:** Full Time, Non-Exempt  
**Classification:** Professional  
**Department:** Alianza Division  
**Reports to:** Director of High School Programs  
**Supervisory Responsibilities:** Yes  No

**Summary:** The Youth Advisor facilitates educational, work readiness and leadership workshops and other educational preparation activities. The Youth Advisor also provides academic and vocational guidance and assists youth in their transition to higher education.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Conduct initial program assessment to assess participants' education level, skills and abilities.
- Facilitate daily program activities; maintain attendance logs and any other required documentation.
- Track daily attendance and call participants' guardian when absent Home visits will be required when dealing with chronically late/absent youth.
- Collect report cards and track participants' academic progress
- Develop and implement curriculum to provide a positive learning experience for youth.
- Provide individual and/or group academic assistance to youth.
- Conduct workshops for participants including Regents, SAT prep, Leadership, Microsoft Office, Higher Education Workshops and Financial Literacy.
- Maintain progress notes on participants in Outcomes; Collect and complete all necessary documentation and reports related to program activities.
- Assist to maintain the monthly calendar of program activities and workshops available to participants.
- Attend inter-office meetings as well as outside agencies meetings as appropriate.
- Conduct outreach in the community.
- Conduct educational and/or supportive groups.
- Participate in staff meeting, case conferences and other meetings as assigned.
- Participate in planning and implementation of field trips, speaker series and internship program.
- Plan and use community resources that enrich the educational content of the program.

**Position Type and Expected Hours of Work:**

This is a full-time position. Days and hours of work are generally 9:00 AM to 5 PM Monday - Friday. Additional evening and weekend hours will be required to meet program deadlines, goals, client needs, and attend special events.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- When conducting home visits or field trips, individuals will use public transportation or traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Remain in a stationary position while monitoring activities, providing instruction, or when at a work station.
- Use a computer at least 40% of the time.
- Ability and patience to work with young people, particularly in group settings.
- Move for long periods, providing instruction.
- Travel when taking field trips, using public transportation, traverse city streets, ascend/descend stairs, and be exposed to outside weather conditions, while escorting youth.

**Qualifications****Education and/or experience required:**

- Bachelor's Degree.
- Relevant work experience.
- 2 years' experience working with youth.
- Experience teaching or training individuals in group settings.

**Skills, Licenses, and/or competencies *required*:**

- Strong interpersonal and communication skills.
- Demonstrated ability to motivate participants.
- Ability to work well in a team environment.
- Excellent network-building and outreach skills.
- Ability to effectively interact and work with individuals with diverse backgrounds.
- Must be organized and detail oriented and have the ability to work effectively under pressure in both team setting and individually.
- Excellent computer skills and experience (Internet, Microsoft Word, Excel, PowerPoint).
- Must be fingerprinted and cleared by NYC DOE and complete a background check.