

4800 Broadway Avenue  
Cleveland, Ohio 44127  
216.641.8948 (Phone)  
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www.universitysettlement.net



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*Serving the Broadway/Slavic Village Community Since 1926*

**Position:** Youth Support Specialist (Middle School)  
**Supervisor:** Educational Manager

**Salary:** \$10 -\$13 per hour  
**Hours:** Part-time (30 Hours)/ Non-Exempt

**General Responsibilities:**

The Youth Support Specialist is responsible for instructing youth in activities designed to promote social, physical, and intellectual growth in various settings.

**Essential Functions:**

1. Assist in planning and implementing age appropriate youth programming as directed by supervisor.
2. Supervise youth in the programs; interact and communicate with youth and their families.
3. Ensure positive, safe, and nurturing environment at all times.
4. Maintain program files; prepare reports; compile data; maintain appropriate documentation.
5. Attend professional development and in-service training as mandated by ODJFS/ODE rule for Licensed Child Care Centers and the 21<sup>st</sup> CCLC grant.
6. Comply with rules and regulations as mandated by all parties listed in #5.
7. Implement service learning projects.
8. Provide services on site, throughout the community, and in local schools.
9. Ability to work Full-time (40 hours) during summer and school closing weeks and some non-traditional hours.

**Other Functions:** Attends departmental/agency meetings, contributes to departmental and organizational decision-making through active participation in the process. Works effectively and positively with all co-workers, volunteers, and clients and participates in professional or community networks as appropriate. Must be able to work a flexible schedule including occasional evenings and weekends. Other duties as assigned by supervisor.

**Qualifications or Skills Required:**

Bachelor's Degree in Education, Social Work or related field. Two or more years working with youth. Experience teaching and/or tutoring youth, implementing positive youth development activities, and communications with parents/guardians. Must have and maintain a valid Ohio Driver's License and car insurance. Must be able to pass a BCI/FBI background check and drug screening (pre-employment and random). Strong organizational, oral, written and interpersonal communication skills; the ability to work effectively with a wide range of constituencies in a diverse community; is required. The ability to work independently and share responsibility in multiple service system; Skill in the use of computers, preferably in a PC, Windows-based operating environment.

***Application Deadline: Open until filled.***

Interested applicants should forward resume with three references to:

Human Resources  
University Settlement, Inc.  
4800 Broadway Ave.  
Cleveland, OH 44127  
Fax: 216-641-7971

E-mail: [employment@universitysettlement.net](mailto:employment@universitysettlement.net)

**NO PHONE CALLS PLEASE!!!**

**Internal applicants must be in their current position for at least six months to apply.**