



## Job Description

**JOB TITLE:** Social Justice Youth Instructor -HP

**STATUS:** Full Time

**ORGANIZATION:** St. Joseph Services

**FLSA STATUS:** Non-Exempt

**HOURS:** 32 Hours Weekly

**DAYS:** Monday-Friday, occasional weekends and evenings

**DEPARTMENT:** Programs

**DIRECT SUPERVISOR:** Youth Program Manager-HP

**DIRECTLY SUPERVISES:** N/A

### Mission

*Inspired by the vision of St. Vincent de Paul, St. Joseph Services educates youth and adults, developing values and talents through collaborations to strengthen communities.*

### Vision

*Transforming lives to transform communities*

### Core Values

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**Our employees commit themselves as individuals to live out the core values of Collaboration, Hospitality, Empowerment, Excellence, Respect, and Service daily as we serve the needs of others.**

**Collaboration-** Networking with others to provide or enhance services

**Hospitality -** Welcoming others in a spirit of openness and compassion

**Empowerment -** Educating, mentoring, and assisting others to grow to their full potential

**Excellence -** Providing highest-quality service

**Respect -** Treating others with reverence, compassion, and integrity

**Service -** Practicing generosity of spirit – especially for persons most in need

### Team Behaviors

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1. **Versatility** – Understanding and appreciating different and opposing perspectives on an issue; adapting one's approach as the requirements of the situation change; an eagerness for positive action; self-control; active listening.
2. **A collaborative work model** – Cooperatively working and sharing responsibility; contributing to the group effort; realizing a sense of commitment and ownership in the success of the organization's goals.
3. **Mutual accountability** – Holds others accountable with their roles; provides and receives feedback and takes constructive action.
4. **Client/customer advocate** – Identifies opportunities to improve quality of services; presents one's self professionally.
5. **Protects confidentiality & privacy** – Respects and protects information about all staff and clients.



# Job Description

## General Summary

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Reporting to the Youth Program Manager, the Social Justice Youth Instructor will coordinate, develop and implement youth leadership activities that promote multiculturalism, social identity, and promotes diversity in a manner that develops and empowers students.

## Duties & Responsibilities

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1. Perform the role of social justice youth instructor in a professional manner that reflects the mission, vision and values of St. Joseph Services that contributes to making SJS a collaborative, friendly, and continually improving agency.
2. Establish curriculum, create schedule and prepare ongoing lesson plans that will develop leadership and personal skills in youth.
3. Work with the Youth Program Manager-HP to plan and/or execute social justice and leadership activities.
4. Clearly understand the objectives and basic principles of the Out of School Programs that are consistent with the program goals and objectives, YPQA standards and MHA social skills.
5. Create open lines of communication with parents, program manager and classroom teachers. Host conferences with parents/teachers regularly to assess the participant's progress; hold situational conferences as needed.
6. Work with Director of Programs to ensure that current program materials are available for distribution in the school and community.
7. Encourage staff, students and volunteer instructors to share information about our programs to prospective students.
8. Assist with student recruitment efforts, community outreach and marketing by taking pictures of programming, events and students and place them on shared point.
9. Collaborate with SJS Grants Manager to implement program specific grants (i.e. provide program information and stats, review final grants that are approved, fulfill specific requirements of grant, provide documentation needed for grant.)
10. Collect and compile data and any additional information needed to comply with specific grants or to fulfill yearly goals and objectives, as directed.
11. Prepare summary reports as instructed by youth program manager or director of programs.
12. Maintain individual file on each student: Report cards, behavior incidents; progress reports, parent / teacher communications, etc.
13. Distribute and collect forms & surveys as needed. Check for completion and accuracy.
14. Involve ALL Interns/volunteers in social justice issue discussions.
15. Continue professional development through classes, workshops, and seminars; maintaining necessary certifications and trainings as needed for the position.
16. Attend St. Joseph Services staff meetings, in-services and development days.
17. Assist with classroom coverage to maintain youth and instructor ratio
18. Responsible for delivering lunch, and snacks to each classroom.
19. Responsible for properly disposing of garbage, daily.
20. Other duties as assigned including but not limited to developing/updating departmental documents, files and answering phones.



# Job Description

## Job Requirements

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### Experience/Education

- Minimum High School Diploma or equivalent, 1-2 years of experience working with elementary aged and high school youth.
- Preferred: Bachelor's Degree in related area (Social Work, Psychology, Social Justice Studies), 2 years of experience working with elementary aged children and high school youth: Teaching, After School Program, Camp Experience, classroom management required.

### Qualifications

- Strong enthusiasm for SJS's mission.
- Understanding of the cultural and socio economic characteristics of the communities served.
- The ideal candidate is resourceful, process oriented, a good problem solver, and organized.
- Strong attention to detail and the ability to manage multiple projects, establish workload priorities, and meet deadlines.
- Be a team player and must be willing to take initiative and assume responsibility
- Familiarity with local community needs, concerns and resources.
- Knowledgeable in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Professional and upbeat demeanor, while possessing the ability to handle and protect confidential information and data.
- The ability to work well with all levels of internal management, staff, and student populations.

## Physical Demands

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*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is regularly required to talk or hear.
2. The employee must occasionally lift and/or move up to 20-25 pounds.
3. Fine hand manipulation (keyboarding).

## Work Environment

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*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Internal office space.
2. The noise level in the work environment is usually moderate due to shared space.



**ST. JOSEPH SERVICES**  
*A Ministry of the Daughters of Charity*

## Job Description

**St. Joseph Services is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, marital status, disability, national origin, or sexual orientation.**

**By signing below, I acknowledge I received a copy of the job description and understand the requirements of the position.**

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**Employee Name (Signature) /Date**

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**Employee Name (Print)**

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**Director Name (Signature) /Date**

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**Director Name (Print)**