



## JOB DESCRIPTION

Position Title: ASSETs Youth and Family Specialist (Knights Landing)  
Position Type: Part-Time (M-F 1pm-6pm)  
Reports To: Director of Youth Programs/ASSETs  
Pay: \$21 with .50 bilingual incentive

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**ASSETs (After School Safety and Enrichment for Teens)** program partners with schools and communities to provide academic support and safe, constructive alternatives for high school students. This position will work between Woodland/Pioneer High School and the Knights Landing Family Resource Center and reliable transportation is required. More than just an after-school program, the ASSETs team empowers youth to achieve academic and lifelong success. We work collaboratively with families, schools, and community partners to offer after-school programs and services that support the academic, social-emotional, and professional development of our students. We also provide family literacy services to parents and guardians of the students we serve.

**Position Description:** The Youth & Family Specialist plays a key role in delivering high-quality after-school programming and strengthening connections between youth, families, and the ASSETs program in the Knights Landing (KL) site for KL students. This position focuses on creating a safe, engaging, and supportive environment where students participate in enrichment activities, receive academic and social-emotional support, and build positive relationships with peers and adults.

In addition to facilitating daily youth programming, the Youth & Family Specialist helps support family engagement efforts by assisting with parent meetings, community events, and providing families with information and resources that promote student wellbeing and success. The ideal candidate is youth-focused, family-centered, culturally responsive, and committed to fostering a sense of belonging for both students and their families.

### **Position Responsibilities:**

#### **After-School Programming & Activity Facilitation**

- Plan, implement, and facilitate daily after-school enrichment activities, clubs, workshops, and events aligned with ASSETs goals for Knights Landing students.
- Serve as the advisor for the Knights Landing Youth Council (KLYC) — attend weekly meetings, support officers, and coordinate fundraisers, community service, and leadership opportunities.
- Prepare materials, supplies, and lesson plans for daily programming.
- Prepare and distribute healthy snacks/meals during programming.
- Maintain a positive, safe, and inclusive environment for all students.

#### **Youth Engagement & Support**

- Build strong, trusting relationships with students and serve as a positive role model.
- Recruit, engage, and motivate students to participate in ASSETs programming.



- Support youth in developing academic, social-emotional, and leadership skills.
- Provide informal mentoring and guidance to students as needed.
- Supervise student behavior and maintain program expectations.

#### Site & Program Support

- Collaborate with the Site Coordinator and ASSETs team to implement site-specific programming needs.
- Track student participation; complete attendance sheets and monthly data reports..
- Set up and clean up program spaces daily.
- Support communication and promotion of after-school activities (flyers, social media posts, reminders, etc.); Create weekly and monthly program calendars for the KL site.
- Attend staff meetings, training, and professional development sessions as required.

#### Family, School & Community Engagement

- Support and/or coordinate family engagement events, parent meetings, or community activities as needed.
- Assist in sharing program information with school staff, partners, or families.
- Support partnerships with school administration, community partners, and volunteers under the direction of the Site Coordinators/Director of Youth Programs.

#### Additional Duties

- Assist with special projects, events, and ASSETs-wide initiatives as assigned by the Director of Youth Programs or Site Coordinators.

#### Minimum Qualifications:

- High School diploma or equivalent required. Completion of at least two years of study at an institution of higher education or an Associate's degree (or higher) preferred.
- Minimum one year of experience working directly with youth in an educational or mentorship setting.
- Valid driver's license and proof of automobile insurance. Reliable transportation is also required.
- Strong interpersonal, communication, and relationship-building skills with students and families.
- Proficient in Microsoft Office Suite (Excel, Outlook, PowerPoint, Word) and Mac systems.
- Experience using social media for marketing and outreach.
- Successful completion of background clearance.

#### Knowledge and Abilities:

- Understanding and application of **youth development principles**, including the **Search Institute's 40 Developmental Assets**.
- Knowledge of grant-funded program operations preferred.
- Ability to build rapport and communicate effectively with youth and adults in diverse settings.
- Strong organizational and planning skills for internal and external activities.



- Sensitivity and understanding of the experiences of rural, urban, immigrant, Latino, and low-income youth.
- Ability to create outreach, training, and presentation materials across multiple media formats.
- Capable of working independently and collaboratively to proactively solve problems.
- Confident in public speaking and writing for diverse audiences.
- Proven ability to network and maintain strong relationships with community partners.

## **AGENCY DESCRIPTION**

### **Mission Statement:**

*Empower Yolo's mission is to promote safe, healthy, and resilient communities.*

### **Empower Yolo's purpose is to provide:**

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families persons affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

### **Application Process**

Please submit a cover letter, current resume and three references to:

Daniela Talavera Rangel  
175 Walnut Street  
Woodland, CA 95695  
or by email: [daniela@empoweryolo.org](mailto:daniela@empoweryolo.org)

### **Application deadline: Open until filled**

*EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.*