



Job Description

JOB TITLE: Youth Empowerment Specialist – K.E.Y.S.

PROGRAM: K.E.Y.S. (Kaua'i Empowering Youth Supports)

REPORTS TO: Director of Youth and Community Empowering Supports

TYPE OF POSITION: Full Time, Non-Exempt

APPROVED BY:  **DATE:** 10/7/2025
Executive Director

SUPERCEDES JOB DESCRIPTION TITLED AND DATED:

Community Development Specialist 2012, Community Programs Specialist 5/17, Youth Empowerment Specialist FJA Dec 2018, YES WIOA/FJA August 2020, YES FJA 10/22, YES KEYS 10/25

- I. JOB SUMMARY:** Under the general supervision of the Director of Youth and Community Empowering Supports and in keeping with the mission and goals of the agency, engage and train employers to work with current and former foster youth and other disengaged youth. Recruit and train eligible youth in work readiness and independent living skills. Match youth with trained and other employers to facilitate youth self-sufficiency, community connectedness, and employment success.
- II. QUALIFICATIONS/REQUIREMENTS:**
- Skills/Knowledge:** Knowledge of and ability to coordinate with community resources, knowledge of youth involved in child welfare and other systems and transition-aged youth; ability to train with fidelity to curriculum, ability to achieve and maintain a positive learning environment; skilled facilitator of culturally competent and developmentally appropriate messages; ability to relate to a broad range of professional adults and adolescents with traumatic backgrounds.
- Education/Training:** Bachelor's Degree in education, community development, human services, or related field or equivalent training in workforce development.
- Experience:** Two years of experience delivering training, organizing, and presenting to groups preferred. Experience with at-risk, foster, and disconnected youth required.
- III. ESSENTIAL JOB FUNCTIONS:**
- Building and recruiting employers on Kaua'i willing to be trained as mentors and hire youth participants.
 - Recruit at-risk, foster, and disconnected youth who may or may not be involved in child welfare and other state systems.

- Coordinate with public and private programs and services for child welfare/system-involved and disconnected youth to recruit youth for training in work readiness, independent living, and other critical life skills.
- Provide training to cohorts of selected employers and youth separately.
- Identify, match, and support youth employees with trained and other employers.
- Administer pre and post-assessments, gather data, and report performance and results.
- Encourage active participation and input by youth in all aspects of the program.
- Increase youth development options for participants in collaboration with other programs and services.
- Publicize program and results for continual recruiting of employers and youth.
- Represent KEYS at training and meetings as required.
- Maintain consumer confidentiality at all levels.
- Demonstrate acceptance and implementation of the organization's philosophy of family-centered, strengths-based, collaborative services.

IV. OTHER JOB FUNCTIONS:

- Report on program outcomes and quality improvement activities in cooperation with the Director of Youth and Community Empowering Supports.
- Coordinate and report on pre-service and in-service training.
- Coordinate recruitment and initial screening for prospective employees.
- Provide required documentation for assessing program progress and barriers.
- Maintain current documentation of agency and program policies and procedures.
- Maintain linkages with agencies and constituencies to ensure good communication and information sharing.
- Participate in all multi-agency projects, training, and meetings as required.
- Maintain consumer/participant confidentiality at all levels.
- Other duties as deemed necessary

V. WORKING CONDITIONS:

Environment: Business environments, offices, and community settings.

Equipment Use: Computer, projector, telephone, and all other standard office equipment. Implement curricula.

Work Hours: Full Time, Monday through Friday, 8:30 AM-4:30 PM, with regular day-time schedule; attends meetings and events as required and/or assigned.

VI. PHYSICAL DEMANDS: Frequent driving to meet and train employers and youth and for community meetings; may provide transportation for participants. Frequent public speaking, walking, and standing for training sessions, frequent working at a computer; occasional carrying of 20 pounds.

VII. MENTAL DEMANDS: Frequent use of judgment and discretion, efficiency in organizing events, delivering curricula, and addressing youth challenges.

VIII. COMMUNICATIONS DEMANDS: Frequent public speaking in groups required; frequent interpretation of lessons verbally, visually, and ways that meet the various learning styles of students; requires ability to interpret and respond appropriately to written and oral needs/requests of others; highly effective oral (in person and telephonically) and written communication required; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the

cultural, language or dialect, financial, age, and educational diversity of colleagues and consumers.

- IX. OTHER:** Must have access to a vehicle and must have a valid driver's license, a safe and responsible driving record, plus current no-fault auto insurance, with \$100,000 bodily injury liability coverage on personal auto(s).

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Youth Empowerment Specialist – K.E.Y.S.** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee's Acknowledgement _____ Date _____