



## **The Second Step, Inc. – Youth and Prevention Programs**

### **Youth Programs Facilitator (PT)**

**Background:** The Second Step (TSS) fosters the safety, stability, and well-being of survivors of domestic violence. Our residential and community-based programs build on the strengths, needs, and values of the individuals and families we serve. In partnership with survivors and in collaboration with the community, we lay a foundation for a future free from abuse and full of possibility.

**Primary Objective:** Work in partnership with the Youth Programs Manager and volunteers at The Second Step to provide groups, one-on-one support, and activity facilitation to teens and children who are survivors of domestic violence – all within an agency framework that is trauma-informed, strength-based, relational, and empowering.

#### Responsibilities

##### 1. Youth Group and Activity Facilitation

Assist with planning and leading of trauma-informed and therapeutic engagement activities and groups for youth survivors of domestic violence within The Second Step's multiple programs (Residential, Community, and Steps to Justice). Primary activities are currently held on Wednesday, Thursday, and Friday evenings throughout the year. Activities include supportive talking groups, physically engaging activities (including sports, games, and outdoor events), and academic tutoring sessions. In keeping with our commitment to being responsive to changing client needs, there may be occasional requests to work outside of or instead of these times, and this occasional flexibility will be appreciated. The facilitator will conduct activities with the support of other youth-serving staff and volunteers, and with other TSS advocates and staff as necessary.

Anticipated hours are Wednesday 6:00-10:00pm and Friday 6:00-10:00pm, with the possibility of Thursday 6:00-10:00pm. Total anticipated hours are therefore between 8 and 12 hours each week. Hours outside of these may be approved in consultation with the Director of Youth and Prevention Programs.

##### 2. One-on-one youth support

Provide one-on-one support for high-needs youth involved in The Second Step's programs during program activities. This work requires a caring and engaged "use of self", helping

youth survivors of violence – who have often been let down by adult figures in their lives – to feel supported as they express and work through challenges that they are experiencing. The facilitator will need to incorporate knowledge of each young person from conversations with the Youth Programs Manager as well as Residential and Community Advocates, helping the youth to address needs that arise (usually social, educational, and behavioral challenges).

### 3. Documentation & Reports

Communicate attendance and engagement to the Youth Programs Manager, ensuring that they can keep records current, input outcomes data accurately and consistently, and track services delivered. Forms and documentation to facilitate this will be provided.

#### Other Responsibilities

- Attend and actively participate in monthly All-Staff meeting (every third Friday 12:00-2:00pm) whenever possible.
- Work with the Training and Volunteer Coordinator to keep domestic violence service-related knowledge and skills up to date.
- Attend (whenever possible) program-related special events, including the annual IMAGINE Program retreat, occasional celebrations for TSS program participants, school graduations, summer retreats and cookouts, and other special events involving youth clients.

#### **Qualifications:**

Candidates should have at least 2-3 years of experience working with survivors of domestic violence and/or at-risk or proven-risk youth, or with individuals in residential and/or community-based programs. Knowledge of issues related to domestic violence, trauma, mental health, and addiction – with a particular emphasis on how these issues impact young people and their families – is essential. Knowledge of issues related to child development and parenting is key. While a Bachelor's degree is preferred, we also consider relevant life experience and employment background to be valuable assets.

#### **Additional qualifications include:**

- Strong crisis management, problem-solving, and interpersonal skills, particularly when working with youth of all ages.
- Willingness to learn and openly embrace challenge.
- Ability to manage competing priorities simultaneously and precisely.
- Proficiency with computers and technology (including Microsoft Office products, databases, and social media).
- Strong communication skills, and ability to relate with youth and teens.
- Demonstrated ability to work calmly under pressure.
- Bi-lingual (English/Spanish) preferred.
- Enthusiasm about working collaboratively and energetically with amazing young people in an environment that is linguistically and culturally diverse.

**Hours:** Part-time (8-12 hours/week), on Wednesday, Friday, and possibly Thursday evenings from 6:00 to 10:00pm. Any other/additional hours are to be determined together with the Director

of Youth and Prevention Programs. While these hours are the most necessary, flexibility in working other hours is an asset.

**A successful candidate** will be committed to serving children and youth that are determined to move beyond domestic violence to create a brighter future for themselves and their families, will be flexible and adaptable, and will demonstrate resiliency in the face of challenge, as well as other skills that we work hard to foster with our clients. A driver's license is required in order to drive agency vehicles.

**Equal opportunity:** The Second Step actively seeks cultural and linguistic diversity in all of its programs. Minorities, bilingual/bicultural candidates, survivors of domestic & sexual violence, and LGBTQ/T candidates are strongly encouraged to apply. The Second Step, Inc. is an affirmative action, equal opportunity employer.

**If you are interested: please send a resume and cover letter to Kaitlyn Matthews, Director of Youth and Prevention Programs, at [kmatthews@thesecondstep.org](mailto:kmatthews@thesecondstep.org).**