



Explora Job Description

Group: Education & Visitor Experience
Position: Youth Development Specialist
Reports to: Career Pathways Program Director
Date last updated: 06/24/2021
FLSA status: 40 hours per week (full-time)

To apply please send a current resume and cover letter to Allison Brody (Director of Career Pathways) at abrody@explora.us

Position Summary:

The Youth Development Specialist assists with a wide range of youth development needs within Explora and its new workforce development center for young adults, X Studio. We are seeking an individual that has experience with asset-based youth development systems, as well as a working understanding of youth mental health, social and emotional competencies, and how they influence behavior across contexts. As part of the X Studio team, the Youth Development Specialist will ensure that X Studio participants have access to safe, rich, and culturally-relevant experiences and opportunities for growth and learning. They help staff align around SEL practices, strategies, language, and relevant initiatives. This position also will provide assistance with the daily operations of Explora's Career Pathways Initiative youth internship program, including operational logistics, recruitment, tracking, on-boarding, training, and scheduling of high school and college interns. This individual will work closely with a variety of Explora departments to ensure interns are receiving high quality work, learning, and mentoring opportunities. The Youth Development Specialist should have an understanding of the cultural identities and communities from which our teen participants come.

Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from candidates of color.

Essential Duties and Responsibilities:

- Work with the X Studio team to develop strategic initiatives related to youth development that are aligned with overall X Studio goals and outcomes.
- Develop and implement SEL practices and other ideas that meet youth development needs of our Career Pathway Initiative (CPI) interns.
- Help cultivate Explora's X Studio, and its Teen Lounge, as a safe space for engagement and dialogue.
- Support teens' mental health and SEL and connect them with support services from community partners, as needed.
- Participate in the local youth development network and a Community of Practice around youth mental health and positive youth development.
- Assist with the development and implementation of X Studio programs.
- In coordination with the Career Pathways Program Manager, assists with the development, coordination, and evaluation of intern experiences and initiatives. This includes duties associated with intern recruitment, including creating and processing applications; on-boarding, orientation, and training; communications and scheduling; mentoring; and coaching, reviews, and evaluations.
- Track and report on program results in order to meet objectives, outcomes and annual goals.
- Work independently and as a member of a team on all aspects of Explora's Visitor Experience initiatives.
- Work on committees that cross Explora departments.
- Comply with all operational policies, especially those involving the safety of staff, volunteers, and visitors.
- Maintain a current and valid driver's license to perform work duties.
- Work some weekends and late hours, as business needs dictate.
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity; Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- An associate's or bachelor's degree in a related field and professional experience with youth development programs. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities.
- Culturally competency and a proven commitment to diversity, equity, and inclusion.
- Ability to work both independently and with a team.
- A passion for working with teens and young adults.
- Initiative to establish and maintain effective interpersonal relationships with Explora employees, volunteers, visitors, vendors, and community partners.
- Well-developed organizational skills, time management skills, and attention to detail.
- Expressed interest in science, art, and education.
- Good verbal and written communication skills.

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting.
- Requires effective eye-and-hand coordination and manual dexterity.
- Requires standing and walking approximately 25% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

- Position may require a person to be bonded.
- Individual may be required to complete a medical examination and background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position, it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment "at will" and may be concluded at the convenience of Explora Science Center and Children's Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

Employee signature

Date signed

Director signature

Date signed

EXPLORA SCIENCE CENTER & CHILDREN'S MUSEUM IS AN EQUAL OPPORTUNITY EMPLOYER