



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



JOB TITLE:	School Support Specialist
DEPARTMENT:	Project Cornerstone
TIME:	Part-Time Non-Exempt – 20 Hours per Week
PAY RANGE:	\$25-28/hr. This person is an employee of the YMCA of Silicon Valley.
START DATE:	Late June/Early July 2018

The Y of Silicon Valley:

With the values of caring, honesty, respect, and responsibility as our guiding principle, the YMCA of Silicon Valley believes that lasting personal and social change can only occur when we all work together to invest in our kids, our health, and our neighbors. We welcome everyone, regardless of age, income, orientation, race, or background and engage all in opportunities to learn, grow, connect, and thrive.

Job Summary:

Project Cornerstone is the youth development initiative for Silicon Valley. Our work is based on the Developmental Assets framework and promotes the positive values, experiences, and relationships that all youth need to grow up healthy, caring, and responsible.

The School Support Specialist works on a team of staff and volunteers to promote the Developmental Assets approach among individuals and organizations in the school communities in Project Cornerstone’s service area, which spans from Gilroy to Redwood City. In particular, this position may have a concentration of activities from Cupertino to Redwood City. Bilingual Spanish is required.

Major Responsibilities:

- ABC (Asset Building Champions) and Los Dichos Support: Assist the ABC Coordinator and the Los Dichos Coordinator with school partnerships, including recruiting volunteers and potential schools, providing training and technical support for volunteers, and collaborating on continuous development of training materials.
- TIP (Take It Personally) 6-week workshop series: Facilitate adult study groups. Provide training & support for volunteer facilitators. Update curriculum, materials, and resources as needed.
- Build positive relationships with YMCA staff, school personnel, parents, and community members.
- Represent Project Cornerstone in the community and work with the team on projects and events, such as the Volunteer Celebration and the Annual Giving Campaign.
- Translate in-house documents and occasionally interpret.
- Perform other duties as assigned.

Qualifications:

1. Minimum of a Bachelor’s Degree or equivalent from an accredited college or university and three years of related experience and/or training, or equivalent combination of education and experience.
2. Bilingual and biliterate in English and Spanish.
3. A commitment to the YMCA mission and its core values of caring, honesty, respect, and responsibility, as well as a commitment to building Developmental Assets in adults and youth.
4. Excellent written and verbal skills with diverse groups of school personnel and parents in a training format with large and small groups.
5. Ability to write lesson plans and reports using commonly accepted writing techniques and appropriate grammar.
6. Experience and skills in recruiting, training, and supporting/sustaining volunteers.
7. Strong planning and organizational skills with proven ability to work effectively independently and on a team.
8. Reliable transportation, as school partners cover a broad geographical region.
9. **Note:** The hours of highest need for this position have proven to be at the beginning of the school day and evenings for parent groups; availability during those times, including some weekends, is critical.

To Apply: 1) Send resume, cover letter, and three references to Ziem Nguyen Neubert, Director of School Partnerships at ziem@projectcornerstone.org 2) Complete online YMCA application at www.ymcasv.org

Deadline: Friday, May 4, 2018