



Title: Youth Program Specialist
Reports to: Associate Director of Strategic Initiatives
Status: Part-Time, non-exempt
Salary: \$22 - \$25/hour

Mission of Focus Points Family Resource Center:

To build better communities by strengthening families.

Scope of Organization:

For 30 years, Focus Points has worked successfully to transform the lives of low-income and working families in Northeast Denver and beyond. Focus Points serves over 3,000 participants each year, most of whom are Spanish-speaking immigrants. Focus Points is strongly committed to our values around collaboration, equity, integrity, and solidarity which add to our four pillars:

- **Family Support:** advancing family sustainability through classes, one-on-one case management, and basic needs support using a goal setting and strength-based approach.
- **Education:** catalyzing success for children and adults by providing training and skill-building opportunities.
- **Community Resources:** connecting people to other programs and resources to advance health equity, financial stability, networks, and community.
- **Economic Inclusion:** driving long-term economic stability in families and communities by leveraging social and financial capital to connect adults with opportunities for economic mobility.

Position Summary

Focus Points Family Support Services (FSS) Department helps vulnerable families connect to resources, services, and tools needed to become self-reliant in our Globeville, Elyria, and Swansea neighborhoods and other nearby communities. The Youth Program Specialist will collaborate with the Associate Director of Strategic Initiatives and the Youth Program Coordinator in maintaining the Youth Services Program. This role demands a blend of creativity, leadership, mentorship, and empathy, requiring designing and implementing a variety of youth-centered activities and initiatives with the Youth Program Coordinator. This includes organizing educational workshops, planning community service projects, or providing one-on-one support leading to making a tangible impact on the lives of young people. Provide supervision and assistance during the summer program. Finally, the Youth Program Specialist will collaborate with the Youth Program Coordinator to maintain, engage, and contract with partner organizations and attend relevant community events as an ambassador for Focus Points Family Resource Center.

Schedule

School Year (September – May): 10 – 15 hours/week
Summer (June – August): 30 – 34 hours/week

Responsibilities & Activities

- Completes 30/60/90-day onboarding work plan



- Plan and implement youth programs and activities grounded in leadership development, social emotional learning, and the positive youth development model
- Assists the Youth Program Coordinator in maintaining documentation for program procedures and training materials
- Participate in webinars and other professional development opportunities as required by grants or program area
- Supports with workshops, training sessions, and seminars for youth development
- Provide one-on-one mentoring and support to young individuals
- Collaborate with community organizations, schools, and parents
- Design and execute youth programming with our Youth Advisory Committee and Youth Program Coordinator
- Promote programs through outreach and community engagement for youth recruitment
- Develop and enforce policies and procedures for safe and inclusive environments
- Support with field trips and special events
- Collaborate with the Youth Program Coordinator with the reports on program outcomes
- Provide crisis intervention and conflict resolution when needed
- Advocate for the needs and interests of youth within the community internally and externally
- Provide resource navigation for youth and their families with appropriate referrals internally and externally
- Assist with youth supervision during day-to-day programming and activities
- Leads/facilitates enriching and fun youth activities (games, icebreakers, workshops, meetings, discussions)
- Maintains a professional attitude and adheres to an elevated level of confidentiality toward participants and Focus Points staff
- Other duties as assigned

Required Competencies

- **Bilingual and Biliterate:** ability to understand and communicate effectively with English and Spanish speaking participants and staff through oral and written expression.
- **Cultural Awareness:** supports participants in a culturally responsive manner which reflects their values, needs, and personality.
- **Verbal and Written Communication:** ability to articulate participants' needs and status reports to team and/or supervisor, staff in the organization, and/or network providers to gather information and make warm referrals as needed.
- **Youth Development:** understands how youth learn and develop across different domains and social emotional spectrum.
- **Social Emotional Intelligence:** understands social and emotional skills needed for positive personal and social development:
 - **Self-Awareness:** the ability to recognize and understand one's own emotions, strengths, limitations, and values.
 - **Self-Management:** the capacity to regulate one's emotions, thoughts, and behaviors effectively.
 - **Social Awareness:** the ability to understand and empathize with others' perspectives, emotions, and needs, even from diverse backgrounds.
 - **Relationship Skills:** the ability to establish and maintain healthy and rewarding relationships with others.
 - **Responsible Decision-Making:** the ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety, and the well-being of oneself and others.

Preferred Competencies



- **Interpersonal Skills:** use Motivational Interviewing to guide conversations to assess participant's needs and goals.
- **Computers Skills:** ability to independently work on computers, use the internet, and Microsoft Office 365 (such as Outlook, SharePoint, OneDrive, Word, Excel, and Teams); virtual calls, and database entry.
- **Data Entry:** ability to use internal databases to enter and track participants supported by Family Support Services, such as Colorado Department of Human Services' Salesforce and Family Resource Center Association's Salesforce.
- **Critical Thinker and Solution-Focused:** ability to collaborate with internal team when problems arise to solve problems and provide creative solutions to challenging multi-faceted problems.
- **Flexible and Adaptable:** ability to adjust to changes in duties or schedule as required by program and service delivery. Weekend and/or evening events may occur.

Benefits

- FAMLI – Family and Medical Leave Insurance

Perks of this Role

- Competitive pay
- Paid sick leave
- Paid breaks throughout the year (Summer, Fall, Winter)
- Paid Sabbatical Program at 3 and 5 years of employment
- Company follows DPS for closures and delays due to inclement weather
- Casual Work Attire
- DEI initiatives
- Hybrid/Remote schedule for eligible roles
- Work culture teambuilding
- Fun work events
- Community partnerships

Diversity Statement

Personal or professional commitment to diversity, equity, and inclusion as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity and inclusion outcomes. Applicant must share a commitment to anti-racist work.

To Apply

Send a cover letter, resume, and three professional references to Mayra Aviña, Associate Director of Strategic Initiatives in an email at mavina@focuspoints.org. Applications will be accepted through May 27, 2026, with position start date of June 16, 2026.

Focus Points Resource Center is an equal opportunity employer and prohibits unlawful discrimination based on age, race, sex, color, religion, national origin, disability, military status, genetic information, ancestry, creed, gender identity or expression, and sexual orientation, or any other status protected by applicable federal, state or local law.