



Drop-In Specialist, Oasis Youth Center			
<b>Position</b>	Drop-In Specialist	<b>Salary/Wages</b>	\$24.04/hr
<b>Supervisor</b>	Stephanie Greene/ Michelle Kelly-Barroga	<b>Status</b>	In-person, Regular, Full-time, Non-Exempt
<b>Revised</b>	June 2024	<b>Location</b>	Tacoma, WA

**Mission & Vision:** Founded in 1985, Oasis Youth Center transforms the lives of queer and questioning youth by creating a safe place to learn, connect, and thrive. Oasis envisions a world in which queer youth are valued in the community as strong, creative leaders. Oasis is a youth-adult partnership in which young people and adults come together for shared teaching, learning and action. Learn more online at [www.oasisyouthcenter.org](http://www.oasisyouthcenter.org).

**Job Summary:**

The Drop-In Specialist is responsible for the front-facing youth experience, ensuring a welcoming and meaningful environment. The Drop-In Specialist must also understand and execute Oasis programs and effectively communicate with all youth and community members.

**Coordinate and facilitate Oasis drop-in sessions at Oasis and Satellite locations. 40%**

- Facilitate center set-up, staff check-in, youth outreach, drop-in and programming, volunteer engagement, center closing, documentation, and reflection.
- Strong ability to engage and connect with a diverse group of youth and young adults.
- Facilitate and support weekly deliveries of meals and other donations at Oasis and satellite locations.
- Participate in monthly Oasis Bridge Builders community action council and other community meetings. Successfully recruit new members for Bridge-Builders.
- Represent Oasis at health fairs, community events, and other outreach functions, particularly functions that connect Oasis to youth who may be hurt or harmed by crime.
- Move and arrange furniture and program materials.
- Navigate and monitor the center during drop-in hours.



**Be the initial point of contact for prospective youth and community partners. 25%**

- Conduct general intakes for new Oasis members.
- Connect youth members to various services and resources within Oasis and in the community.
- Assist youth in finding programming that matches their interests and make return visits to Oasis.
- Recruit existing youth members to join special programs and events.
- Establish and maintain relationships with community partners aligned with the organization's mission and vision.
- Model appropriate youth-adult partnerships and ensure that Oasis members, volunteers, and visitors adhere to established and agreed upon rules and boundaries.
- Maintain frequent communication and engagement with senior staff to ensure increased access and successful connection to critical crime victim advocacy and resources for impacted youth.
- Respond to organizational emails and phone calls within 2 business days and in a professional manner.
- On rotation for the 24 hour emergency phone line. One week rotations every 4-6 weeks, with additional compensation.

**Deliver and support innovative, culturally relevant, fun activities and community events focused on youth membership retention and return participation for youth. 25%**

- Coordinate and support program facilitation for programming, including, but not limited to, community outreach, educational sessions, victim advocacy guidance, evaluation surveys, and program budgeting.
- Connect youth to staff advocates and other resources when additional crime victim advocacy support is needed.
- Support senior staff in developing and delivering workshops, educational activities, and awareness raising events that address root causes of violence against queer youth including racism, sexism, homophobia, and transphobia.
- Move and arrange furniture and program materials.

**Document and maintain recordkeeping as required by funding sources. 10%**

- Maintain accurate participant records at all times.
- Document activities and services, and collect data in accordance with standards set by Oasis and our funding sources.



**Qualifications:**

- At least one year volunteer, intern, or work experience providing direct services at a queer youth program or other youth-serving organization.
- High School Diploma or GED.
- Demonstrated ability to work in a fast-paced environment and maintain exceptional written and verbal communication skills and boundaries at a queer youth drop-in center.
- Ability to successfully interface with hundreds of people annually.
- Demonstrated experience, ability, and enthusiasm for working and identifying with queer youth of varying socioeconomic status, sexual orientation, gender identity, race, ethnicity, and faith backgrounds.
- Flexible scheduling availability (including nights and weekends) and willingness to work with initiative in a small team environment.
- Ability to demonstrate proactive and innovative individual and collective problem solving.
- Demonstrated group facilitation and public speaking skills with youth and young adult audiences.
- Demonstrated organizational and time management skills
- Willingness to seek, give, and incorporate feedback in support of individual and organizational growth.
- Ability to work effectively and contribute positively and collaboratively as a team member.
- Access to reliable transportation and the ability to travel throughout the county during after-school, evening, and weekend hours, including to areas without transit systems independently and in a timely manner.
- Availability to attend one overnight weekend retreat annually.
- Position requires a high level of physical activity including: moving throughout the center during drop-in shifts; lifting items that weigh up to 30 lbs; and routine rearranging and moving of objects and furniture.
- Please note: Because this position works directly with vulnerable youth, Oasis will check references and conduct a mandatory Washington State Patrol background check prior to an offer of employment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- Demonstrated experience in successful program set-up and execution.
- Proficiency in, or ability to learn, Google cloud-based suite (i.e. Google docs and spreadsheets) and Salesforce.



**Training Desired:**

Note: New staff members will be provided with these trainings if they do not already have them

- CPR and First Aid Training
- Food Handler's Permit
- Knowledge of Youth Program Quality (YPQ) standards and outcome based evaluations
- 30-hour Basic Sexual Assault Advocacy Training (BSAAT) or related sexual assault or crime victim advocacy training
- Mental Health First Aid and Trauma Informed Care

**More about Oasis Youth Center:**

- Oasis supports and engages employees in opportunities for training, advancement, and increased leadership at Oasis and beyond.
- Oasis values Accountability, Action, Communication, Positivity, and Seventh Generation Thinking.
- A typical work week for the Drop-In Specialist will include a mixture of office and direct program hours. A sample schedule can be shared upon request.

**Compensation and Benefits:** This is a full-time, non-exempt, regular position. Compensation for this position starts at \$24.04/hr. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

**How To Apply:** Submit a cover letter and resume with "Drop-In Specialist" in the email subject line to [jobs@oasisyouthcenter.org](mailto:jobs@oasisyouthcenter.org). In your cover letter, please state your interest in this specific position and your experiences working with a diverse group of queer and questioning youth, and address any relevant youth center work or volunteer experience. Thank you for your interest. We look forward to hearing from you and will contact you upon receipt of your application. Applications are accepted until the position is filled.



**Equal Opportunity Employer:** Oasis Youth Center is a proud Equal Opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals including people of color, women, persons with disabilities, and persons who are gay, transgender, or intersex are particularly encouraged to apply.

Candidates for employment should be aware that Oasis Youth Center is a unique work environment in which topics of identity and safer sex practices are an integral part of our everyday work and are often discussed openly. Individuals who are uncomfortable with such topics and discussions may choose not to work at Oasis.

**Vaccination:** Oasis Youth Center requires their employees to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

**Disclaimer:** This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Oasis Youth Center is in alignment with state orders, and all Oasis Youth Center employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.