



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
(210) 231-2003 • Fax (210) 225-6976

POSITION DESCRIPTION

TITLE	Property Youth Group Leader	SEND RESUME TO	Jamie.flechas@habctx.org
SUPERVISOR	Property Manager	DEPARTMENT	BMDC
REGULAR/TEMP	Regular	FULL/PART	Full-time

Position open until filled

POSITION SUMMARY:

We are seeking someone to be on our After School and Summer Youth Group Leader for our property with BMDC (Bexar Management Development Corporation). The Youth Group Leader's primary role is fostering youth development in an after school setting by leading students in enrichment activities. We are looking for a Program Leader who is devoted to excellence, wholeheartedness, and developing students to reach their full potential! You have the chance to have an eternal impact and be a role model to kids in your community. The Youth Group Leader is a non-exempt, part-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following but are not limited to the job specifications contained herein:

You would be a good candidate for this job if you have a background as a teacher, college student, mentor or other related field who is interested in serving the kids at our property by offering awesome after school care and activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working with elementary school-aged children is preferred
- Have a passion and love for working with elementary school-aged children
- Able to work Monday - Friday 2:00 p.m. - 6:00 p.m. during the school calendar year
- Able to work during the summers for daily activities.
- Previous experience working with low income and tax credit properties preferred
- Understanding and ability to meet requirements of property LURA (Land Use Restriction Agreement)
- Ability to earn CPR/First Aid certification (mandatory)
- Pass Mandatory Background/Sex offender check
- Valid driver's license or Valid ID
- Legally allowed to work in the United States
- Have dependable transportation
- Spanish-speaking ability greatly valued

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are a representative of the knowledge, skill and/or ability required. Including knowledge of Fair Housing, Apartment management leasing, and LURA experience. To also include computer software program skills with word, excel, power point, outlook. Background use of Emphasis software is preferred but not required and must be trainable.



EDUCATION AND EXPERIENCE:

High school diploma or G.E.D.; one to three year's related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees. Ability to speak Spanish preferred, but not required.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as rent calculations, interest, portions and percentages.

PHYSICAL DEMANDS:

The employee frequently is required to stand, walk, sit and use hands and arms. The employee will occasionally lift and/or climb, balance, stoop, kneel, crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include closed vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level is usually moderate.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.