

Job Description

Youth Development Officer I

JOB SUMMARY:

To provide the necessary support to Youth Officers II of the Youth Divisions in the development, implementation and evaluation of Youth Development programmes within various districts.

MAIN DUTIES AND RESPONSIBILITIES:

- Coordinates Youth Development programs in various districts of Trinidad and Tobago.
- Develops and organizes Youth Development programmes in various districts of Trinidad and Tobago.
- Mobilizes young people within communities to participate in Youth Development programmes.
- Develops and maintains youth friendly spaces for various Youth Developmental programmes.
- Creates and maintains a database of various groups, organizations and unattached youths within districts.
- Establishes and maintains relationships with stakeholders within each community (such as schools, businesses, individuals, etc.).
- Develops and maintains a database of service providers who offer services to young people.
- Prepares detailed reports on various activities to the Director of Youth Affairs.
- Provides information to young people on the various services offered by the Youth Division such as (Youth Development and Apprenticeship Centres).
- Conducts visits to various organizations within districts.

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MINIMUM QUALIFICATIONS:

- A Bsc. In the social Sciences such as (Youth Work, Social Work, Sociology, etc.)
- Experience in the development of youth programmes and policies
- Knowledge of Microsoft Office Suite.
- Any relevant combination of qualifications and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to assess community needs in areas of youth development.
- Ability to collect, record, collate and maintain efficient data on youth programmes.
- Ability to network with other agencies and mobilize young people in communities.
- Ability to identify and promote leadership within the community in order to deliver the programmes of the Ministry.
- Ability to establish and maintain effective working relationships with and among other agencies, employees and young people.