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| Date Posted: | November 1, 2024 |
| Deadline to Apply | December 1, 2024 |
| Requested Start Date: | January |
| Position Title: | Youth Admin Seasonal |
| Department: | Independence Training and Rehabilitation (ITR) Youth Baltimore |
| Hiring Manager: | Juhi Narula |
| Pay Band: | C ($35,568 - $52,000) |
| Schedule: | Virtual January – April (weekly meetings with in-person options)  In person May – August 30, 2025  Monday - Friday 8:00 am – 4:30 pm  As needed during Summer Programming |
| Relocation Assistance: | TBD |

**\*Attendance Requirement: \***

**Must be able to obtain 100% attendance for all scheduled hours.**

**General Description:**

The Youth Admin (Seasonal) will assist the Youth Transitions Program Manager and Youth Coordinator in day-to-day operations of the Youth Department, specifically pertaining to summer programming.

**Essential Position Functions:**

(Other duties may be assigned)

1. Have the skills necessary to Provide nonvisual blindness training in Orientation & Mobility, Braille, Technology, Independent Living, & Job Readiness.
2. Deliver blindness mentoring to students and their families.
3. Externally promote the organization and participate in public or private functions as a representative of the company.
4. Assist in the day-to-day planning and operations of summer programming.
5. Provide leadership to multiple teams of Instructors that guide students through residential summer programs that focus on Employment, Career Development, and nonvisual Skills acquisition.
6. Promote interaction among students through organized activities, seminars, and outings, etc.
7. Work with Adult and Senior training programs as needed.
8. Promote and maintain a safe working environment and adhere to safety standards.

**Qualifications**

* Requires education or learning beyond high school which was acquired by a prolonged course of specialized instruction.
* Must be able to read and interpret industry-specific journals, financial reports and legal documents as they apply to operations.
* Excellent oral and written communication skills are necessary.
* Must be proficient in alternative skills of blindness.
* Must have analytical skills to effectively report critical information to management.
* Must possess solid organizational skills. Must be able to effectively multi-task and manage multiple priorities simultaneously.
* Must be a self-starter and demonstrate strong initiative.
* Strong interpersonal skills. Must be able to work effectively in a team environment

**Some positions require qualified candidates to pass a background investigation at Blind Industries and Services of Maryland’s expense.**

Applicants must reach out to Juhi Narula at [JNarula@BISM.org](mailto:JNarula@BISM.org) to express interest. Please attach a current version of your resume and include available times for a scheduled call.

E.E.O. M/F/D/V

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