



Youth Development Professional
(Grant Funded Position)

DEPARTMENT: Program- Cole Elementary Site

REPORTS TO: Club Director

FLSA: (x) Part-Time () Full-Time () Exempt (X) Non-Exempt

PRIMARY FUNCTION:

Under the direction of the Club Director, the Youth Development Professional is responsible for assisting program coordinators in all core areas by running programs and assist with maintenance, front desk, food services, cleaning or other Club functions in carrying out required duties as assigned.

KEY ROLES (Job Responsibilities):

Prepare Youth for Success

1. Develop and foster a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of America. Ensure that youth actively participate in a variety of programs and activities; seek advice and guidance from staff about problems; and receive care, respect and recognition for their efforts.
2. Contribute to the planning and implementation of the strategic plan by:
 - 2a. Planning, organizing and implementing a range of program services and activities for members, drop in members, and visitors.
 - 2b. Initiating new programs with the approval of the Club Director.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in staff meetings.
4. Promote safety of members, quality in programs, and maintain a clean appearance of the Club at all times.
5. Provide guidance and role modeling to members. Encourage cooperation, teamwork, group and individual achievement through wide array of opportunities.
6. Promote and stimulate program participation and welcome new members.
7. Assist in assuring a smooth rotation of members from one activity to another.
8. Teach members how to promote social skills, make new friends, learn new things and increase self-esteem, and achieve academic success.
9. Plan and conduct activities that correlate with the Boys & Girls Clubs core areas.
10. Monitor group and individual behavior and follow organization discipline policy and procedures.
11. Duties as assigned which may include responsibility for setting up for lunch/snacks, distributing food, clean up, answering phones, filing, signing in members, and other duties as needed.

Health and Safety

12. Ensure a healthy, clean and safe environment, supervising members in program area.
13. Demonstrate the ability to be responsible for small and large groups of Club members during daily operations and field trips. Accountable for each member of the group and provide all opportunities for an enjoyable experience for each member.
14. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies are in good order.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club vehicles.
3. You may be required to work some nights and weekends.
4. Your program is an integral part of the overall Club program.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues.

SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid state driver’s license.
- You may be required to obtain a CDL license to operate our busses.
- Be a “team” player in order to reach our goals.

PHYSICAL REQUIREMENTS: This is considered a light exertion position. Work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. This position requires walking/standing to a significant degree; sitting most of the time while pushing or pulling arm or leg controls; or working at a production rate pace constantly as the stress and strain of a production rate pace can be physically demanding even though the amount of force exerted is negligible. This position requires sitting a good portion of the day, but involves walking standing for extended periods of time and walking at a brisk pace.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor, to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCCHEY may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCCHEY is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will. Must pass background check and pre-employment and random drug testing.

Signed by: _____
Youth Development Professional **Date**

Approved by: _____
Club Director **Date**

Reviewed by: _____
Chief Professional Officer **Date**