



POSITION DESCRIPTION

TITLE: Youth Development Professional

DEPARTMENT: Youth Development Staff

REPORTS TO: Program Director/Chief Operating Officer

FLSA STATUS: Part-Time 20-25 hours

PRIMARY FUNCTION:

The Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation
 - register new members and participate in their Club orientation process; and
 - provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

Supervision

4. Ensure a productive work environment by participating in weekly branch staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or GED
- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems

Youth Development Professional

- 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
- Computer savvy/Microsoft proficient

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

The following statements regularly apply to the position:

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver's license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle

To accomplish the position functions, individual is required to work:

- Irregular hours - Occasionally
- Afternoons/Evenings - Regularly
- Weekends – Occasionally

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.

Signed by: _____
Incumbent Date

Approved by: _____
Chief Operating Officer Date

Reviewed by: _____
Chief Executive Officer Date