

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE: Youth Development Professional
PROFILE SOURCE: After-School Program
DEPARTMENT: Program Staff
REPORTS TO: Director of Programs
FLSA STATUS: Part-Time, 20-25 Hours

PRIMARY FUNCTION:

Organize and plan an activities schedule for your after-school program group. Organize and lead a variety of small and large group activities each week.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

1. Create an environment that facilitates academic excellence:
 - Write a weekly schedule;
 - Identify and respond to youth behavior issues;
 - Ensure that the site/classroom is kept clean, organized, and free of litter;
 - Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance;
 - Know and understand ALL emergency procedures associated with the after-school program;
 - Know, enforce, and follow all safety guidelines associated with the after-school program areas. This includes but is not limited to being responsible for your youths' safety and their whereabouts at all times; and
 - All other duties as assigned by Leadership

Communication

2. Communicate about participants' experiences and report concerns to Director of Programs;
3. Help guide Junior Staff, participants, and volunteers to have a deeper understanding of leadership and counseling skills;

Supervision

4. Supervise youth in activities.

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.

