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TITLE: Youth Development Professional
PROFILE SOURCE: After-School Program
DEPARTMENT: Programs Staff
REPORTS TO: Site Director
FLSA STATUS: Part Time, 20-25 Hours
STARTING WAGE: \$11.50 Hourly

OUR MISSION: To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring and responsible citizens.

PRIMARY FUNCTION:

Ensure that weekly program schedule is being ran and members are participating and engaged in those activities. Provide an engaging environment that promotes learning and respect. Provide an engaging environment that promotes learning and respect. Provide mentorship to members that align with our mission vision and values. Organize and lead a variety of small and large group activities each week. Completing designated paperwork and documentation of program activities by gathering data for grants.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

1. Create an environment that facilitates academic excellence:
 - Follow the weekly schedule;
 - Identify and respond to member behavior issues, as well as communicate with Emotional-Support Specialist
 - 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 camp and all program areas. This includes but is not limited to being responsible for your campers' 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 Program Director;
3. Help guide Junior Staff, participants, and summer slam 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.

QUALIFICATIONS:

- Must be 18 years of age and possess a High School diploma or equivalent required (Some post-secondary education preferred)
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to lead, plan, organize, and implement program activities
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Must have the physical ability to lead and participate in camp activities which include, but are not limited to hiking, canoeing, swimming, team building initiatives, physical games, and activities
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50-200 pounds)
- Excellent written & verbal skills; organizational skills and attention to detail
- Willingness to work with children, youth, parents, families, and adults and to strive for personal development, advancement, and improvement
- Must be able to adapt to various situations at a rapid pace
- Upon hire, completion of after-school provided First Aid and CPR certification, and other job-specific training

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, be able to be insured on company policy, 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: _____
Supervisor Date

Reviewed by: _____
Chief Executive Officer Date