



POSITION DESCRIPTION

TITLE: Youth Development Professional

REPORTS TO: Program Director or Unit Director

FLSA STATUS: Exempt Non-Exempt

JOB SUMMARY:

As a Youth Development Professional, no two days are ever the same, but a typical day will most likely include planning, and organizing a diversified program in two or more of BGCHC's core program areas. You will be working with kids who age ranges from 5-18 years old. You might be a great match if working in a fun and energetic environment excites you.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes.
- Promotes and stimulates daily learning center program participation as well as participation in designated national and local programs.
- Supports Youth and Family Services Associate in orienting new members to learning center programs, special events, and opportunities as well as club safety, program and disciplinary rules.

Program Development and Implementation

- Implement, monitor, and evaluate programs, services, and activities for members.
- Develop and post weekly and monthly program plans if directed
- Monitors and evaluates programs, services, and activities to ensure safety of members and quality of programs.
- Recognizes club members for program participation and achievement.
- Maintains records to track attendance and participation.

Supervision

- Maintains order and appropriate discipline of club members.
- Supervises and trains volunteers and program assistants/Jr. Staff.
- Eliminates personal distraction by not using personal technology devices without prior approval.

Supplies

- Monitors supply needs and communicates required supplies to Unit Director
- Keeps supplies stored in rooms neat and orderly

Facility

- Ensures program area is attractive, neat and clean and any boards, doors, or windows are current.
- Makes and/or recommends needed repairs to facility and/or equipment.

Youth Development Professional

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- Ensures a productive work environment by participating in scheduled club staff meetings/trainings
- May be required to drive Club van.

RELATIONSHIPS:

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

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED (or actively working towards).
- Ability to serve as a role model for members in various capacities
- Excellent communication and interpersonal skills
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate and communicate with 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.
- Ability to receive receive feedback and direction and act accordingly
- Valid State Drivers License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Standing and/or walking for long periods of time while supervising and/or interacting with members, parents/guardians, etc.
- Reaching, lifting, balancing, etc. while cleaning and/or organizing program areas.
- Extensive physical movement while supervising and/or participating in activities with members.
- All other duties as assigned

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.

All candidates are required to submit to a pre-employment background check, and subsequent annual background check.