



BOYS & GIRLS CLUB
Youth Development Staff
Position Description

Position: Youth Development Professional (YDP)

Reports to: Unit Director, Director of Operations, President & CEO

Primary Function:

Plans, implements, supervises and evaluates programs and activities provided in within a specific program area, such as Education, Recreation, Healthy Life Styles and Fitness, and Technology.

Roles and Responsibilities:

- Create a Club environment that facilitates achievement of Youth Development Outcomes.
 - Promote and stimulate program participation
 - Register new members for program participation
 - Provide guidance and role modeling to members
- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.
- Prepare activity reports and attendance.
- May oversee special events and programs, be required to drive the club van, consult with parents and members, and monitor staff and volunteers.
- Will be required to work nights and weekends.
- Assume other duties as assigned.

Skills/Knowledge Required:

- High School diploma.
- Experience in working with youth.
- Knowledge of youth development.
- Ability to motivate youth, manage behavior problems.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid State Driver's License.
- Ability to lift 25 lbs.

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.