



JOB DESCRIPTION

JOB TITLE: Youth Development Professional

STATUS: Part-time Non-exempt

REPORTS TO: Unit Director

JOB SUMMARY:

Plans, organizes, promotes, & implements a diversified program BGCCP's core program areas.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Prepare youth for success

- Creates 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 special event programs.
- Orients new members to program area, special events, and opportunities as well as club safety, program and disciplinary rules.
- Provides guidance and role modeling to members.

Program

- Implements, monitors and evaluates programs, services and activities for members.
- Develops and posts weekly and monthly program plans.
- Monitors and evaluates programs, services and activities to ensure safety of members and quality in programs.
- Recognizes club members for program participation and achievement.
- Maintains records to track attendance and participation.
- Maintain CACFP point of service and clean up (if applicable).

Supervision

- Maintains order and discipline of club members.
- Supervises and trains volunteers and program assistants.
- Ensures a productive work environment by participating in club leader meetings.

Supplies

- Monitors supply needs.
- Keeps supply room neat and orderly.

Facility

- Insures program area is attractive, neat and clean and bulletin boards and notices are current.



- Makes and/or recommends needed repairs to facility and/or equipment.

Other Responsibilities

- Participates as part of a team to run quality programs by helping out where needed or directed, which may include driving the club van.
- Participates in training/educational opportunities to expand knowledge and skills.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Combined experience and/or formal training equivalent to a minimum of three years where:
 - There is experience working with youth and knowledge of youth development.
 - Formal training, and/or experience teaching youth while creating engaging learning experiences.
- Excellent communication and inter-personal skills.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality learning programs for youth.
- Ability to organize and supervise members in a safe environment.
- Utilizes resources for free and donated supplies and encourages donations from community contacts.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to see, hear, speak, walk, stand and sit required to effectively perform essential job responsibilities.

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: _____
Unit Director Date