

## **POSITION DESCRIPTION**

**TITLE:** Youth Development Professional

**REPORTS TO:** Site Director

**STATUS:** Non-Exempt

**BASIC FUNCTIONS:** Promoting safety of members, quality programs, and positive appearance of the Club at all times. Provide positive guidance, discipline and role modeling to members at all times. Engages the *Young People Who Need Us Most* through adherence to the *Outcome-Driven Club Experience* including the Five Key Elements for Positive Youth Development, High Yield Activities, Targeted Programs and regular attendance, while supporting the development of the three *Priority Outcomes* of Academic Success, Good Character and Citizenship, and Healthy lifestyles. Participate in staff meetings as directed by supervisor, Participate in special initiatives and events.

### **PRIMARY FUNCTIONS (Duties include, but are not limited to):**

1. Promotes safety of members, quality programs, and positive appearance of the Club at all times.
2. Provides positive guidance, discipline and role modeling to members at all times.
3. Plans, organizes, and implements a range of program services within the 5 core areas as assigned, and provides program reports as needed.
4. Promotes and stimulates program participation, recruits new members, and participates in new member orientation process.
5. Participates in staff meetings.
6. Assures attendance and program participation data is tracked and recorded.
7. May participate in special initiatives and events.
8. May be required to drive the Club vans.
9. Collaborate with educational professionals in order to support the academic success of Club members.
10. Ensure member and family confidentiality.
11. Other duties as assigned.

### **SKILLS/KNOWLEDGE REQUIRED:**

- High School Diploma or G.E.D. with active pursuit or completion of post-secondary training.
- Working knowledge of specific content areas (core programs)
- Experiential knowledge required and academic knowledge preferred regarding the physical, cognitive, emotional and social needs of children
- Effective oral and written communication skills
- Skills in youth development, human relations, leadership and problem solving
- Effective in communication and planning
- Basic computer skills - including basic operating skills (keyboard, mouse, etc); basic knowledge of Microsoft Office applications such as Word, Excel, and PowerPoint; e-mail literacy (Microsoft Outlook); willingness to be trained on additional skills as your position dictates
- Ability to earn Mandatory CPR/ First Aid certification
- Pass Mandatory Background/Sex offender check
- Valid driver's license and clear driving record that will meet insurance carrier requirements

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club professional staff, members, and families to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Demonstrates accountability in carrying out the actions necessary to achieve the goals and objectives of BGCSC.

**External:** Maintain contact with other Clubs, vendors, consultants, organizations and others to achieve program goals and objectives, manage costs, share information and resolve problems.

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (25 lbs)		X		
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone			X	
	Computer			X	
	Other		X		
K.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/Humidity		X		

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Work requires ability to function in both an administrative office and youth program areas. Some lifting and physical activity required.

**DISCLAIMER:**

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date