



Job Description

Youth Development Professional

Plan and lead a variety of activities within a specific program area, such as Academic Success, Social Recreation, Arts & Crafts, Game Room, Gym and/or Stem Room.

Essential Duties

1. Creates an environment that facilitates the achievement of positive youth development:
 - a. Promotes and stimulate program participation.
 - b. Provides guidance and role modeling to members.
 - c. Focus on maintaining a safe, positive atmosphere for all youth.
 - d. Exhibits a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children.
2. Effectively plan and lead programs, services, and a variety of activities for members.
3. Effectively communicate with staff and with children of all ages being an active positive team member.
4. Completes program planners in a timely manner including new, fun, and inviting program ideas for the designated area(s)

Other Responsibilities

1. Ensures a productive work environment by participating in staff meetings,
2. Must be able to work the Boys & Girls Club schedule; during fall break, winter break; spring break and during the summer program.
3. Other duties as assigned, such as cleaning, etc.

Required Knowledge, Skills, and Abilities

1. Ability to relate well with children in the Boys & Girls Club group environment.
2. Ability to be flexible, adaptable, and mobile when supervising groups of children.
3. Be aware of safety procedures for fire, tornado, lock down, etc.
4. Is aware of Boys & Girls Club policies and will abide by them.
5. Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.

Fundamental Relationships

Maintains close, daily contact with members and supervisor to receive/provide information, discuss issues and explain guidelines and instructions. Maintains positive relations with school personnel, the public, and member families at all times.