

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF CENTRAL GEORGIA

Position: Youth Development Professional (part time)

Pay: \$10.00 - \$15.00 per hour (depending on experience and qualifications)

Overview:

The Youth Development Professional plans, implements, supervises, and evaluates youth activities provided in specific Boys & Girls Clubs program areas, such as Education & Career Development, The Arts, Sports Fitness & Recreation, Health & Life Skills, Character & Leadership, Development or Specialized Initiatives.

Responsibilities:

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes – What Kids Need to Succeed
- Supervise members in the program area; ensure safety of members, positive values, positive and ethical behavior by providing quality programming and always maintain appearance of the Club.
- Provide guidance to members and act as a role model.
- Deal effectively with members concerning behavior and discipline issues.
- Complete daily lesson plans and implement a range of programs and activities that are fun, creative, instructional, and that incorporate team-building skills.
- Establish positive relationships with children and their parents/guardians.
- Promote and stimulate program participation.
- Recruit new members and participate in their club orientation process.
- Effectively implement and administer programs, services and activities for members as directed by program guidelines and expectations.
- 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 as required.
- Assist in maintaining inventories of all program equipment and supplies; ensure all related supplies and equipment are maintained and in good order. Clean program areas after each usage.
- Attend and participate in all staff meetings.
- Attend training events as scheduled.
- Maintain administrative duties through email and submit reports and attendance as required.
- May participate in special programs and/or events.

RELATIONSHIPS:

Internal: Maintain close daily contact with Club staff (professional and volunteer), Club members and supervisor(s) to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

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

Qualifications:

- 48 college credits required.
- A minimum of three years' work experience in a Boys and Girls Club or similar organization planning, and supervising activities based on the developmental needs of young people, or experience in working with children.
- Knowledge of youth development
- Ability to motivate 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.
- Strong communication skills, both oral and written
- Proficient in Microsoft Office and Internet usage.
- Strong interpersonal and communication skills with demonstrated capacity to be a team player.
- Ability to collect and interpret data.
- Ability to prepare weekly reports as required.
- Mandatory CPR and First Aid Certifications
- Valid State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching, and bending in a school/Club setting and can include sitting and standing for long periods. Will include walking/guiding/escorting children to and from areas and field trips. Will require interaction with youth 6-18 and can be noisy at times.

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.