

# GREAT FUTURES START HERE.



## POSITION DESCRIPTION

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**TITLE:** Youth Development Professional

**PERFORMANCE PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Program Director

Non-Exempt (Seasonal)

### **PRIMARY FUNCTION:**

Under the general supervision of the Branch and/or Program Manager, this position plans, implements, and evaluates all programs and activities provided in program area, such as Social Recreation, Character & Leadership, Health & Life Skills, Education, and The Arts. The Youth Development Specialist must be able to perform related Administrative duties.

This position also is responsible for assisting key staff members in program areas with supervision of youth and safe practices in correspondence with the Employee Handbook & Policy and Procedure Handbook.

### **KEY ROLES (Essential Job Responsibilities):**

#### ***Requirements***

- Drug Test and Background Check
- Possible require Interview with Supervisor
- One week of training prior to start date at branch locations including; New Professional Orientation, Praesidium Training (unpaid), Leadership University, Meeting with Supervisors, and Job Shadowing
- Staff Uniforms at \$6 a piece - suggested 3 to 5 Boys & Girls Clubs of Corpus Christi Staff Shirts (Must be in uniform everyday)
- At least a 30 Minute Lunch Break required if team member works a 6 hour shift
- CPR Training (If scheduled and available – depends on hire date)
- Preferred age range of 20 to 21 for new team members, but 19 years of age allowed

#### ***Prepare Youth for Success***

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs always. Provide guidance and role modeling to members.

2. Contribute to the overall quality of the organization by:
  - Planning, organizing and implementing a range of program services and activities for drop in members and visitors;
  - Initiating new programs with the approval of the Branch Manager
  - Recommending the development of service area programs; and
  - Promoting and stimulating program participation
  - Ensure that activities are age appropriate
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.
  - Assist our outcome-based programs
  - Complete program and administrative reports as scheduled

#### ***Health and Safety***

4. Ensure a healthy and safe environment, supervising members in program area.
  - Maintain a clean, organized, and safe work environment
  - Promote a healthy and positive attitude among staff and youth
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary.

#### ***Marketing and Public Relations***

6. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotions.
  - Collaborate with individuals and organizations to increase services to our clients

#### ***Program Development and Implementation***

7. Plan, develop, implement and evaluate programs, services, and activities.
8. Post daily, weekly, and monthly program and activity calendars
9. Create a program environment that promotes participation of all members in activities.

## **Supervision**

10. Ensure members outside of the Club on field trips, service projects, or other activities represent the Boys & Girls Club in a positive manner.
11. Provide proper record keeping and reporting including activities and events conducted, record of daily participation figures, notable achievements and any problems/issues.

### **ADDITIONAL RESPONSIBILITIES:**

1. Oversee and/or participate in special programs and/or events.
2. Submit accurate written reports.
3. Assist in or handle special assignments as directed.
4. Attend meetings and trainings as scheduled.

### **RELATIONSHIPS:**

**Internal:** Maintain close daily contact with Club staff (professional and volunteer), Club members, and supervisor 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.

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

- 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.
- Preferred CPR and First Aid Certifications.
- Demonstrated technology skills including knowledge of Microsoft Office.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

High energy level, comfortable performing multi-faceted projects; superior interpersonal abilities-able to interact effectively with co-workers of all levels as well as with representation of other organizations and institutions. Ability to get along with diverse personalities; tact, maturity, and flexibility; physical requirements include: sight, hearing, sitting, standing, stooping and lifting a minimum of 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, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:**

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**Incumbent**

**Date**

**Approved by:**

\_\_\_\_\_

**Supervisor**

**Date**

**Reviewed by:**

\_\_\_\_\_

**Area Director**

**Date**

**Reviewed by:**

\_\_\_\_\_

**Chief Executive Officer**

**Date**