



NOW HIRING!

Position: Youth Development Professional

Summary:

Under the direction of the Club Director / Program Lead, the program professional will supervise their program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Gamesroom, Education Center and Teen Center. Provide guidance & discipline while building relationships utilizing the Youth Development Strategy.

Skills/Knowledge:

- Ability to be self-motivated and directed
- Strong interpersonal skills
- Ability to utilize time-management skills to prioritize tasks and complete deadlines
- Ability to work with diverse personalities and expectations
- Ability to be a leader, be objective and contribute to a team setting
- Ability to be flexible and adaptable
- Ability to present information regarding the Clubs and programs
- Ability to take direction and implement plans and programs

Working Conditions:

Working hours may vary depending on activities and events, generally Monday – Friday between the hours of 7:00 am – 6:00 pm.

Primary Responsibilities:

- Create an environment that facilitates the achievement of Youth Development Outcomes
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ensure that Club activities and discipline are appropriate and meet the mission and policies of the Boys & Girls Clubs.
- Coordinate with maintenance personnel about building repairs, needs, etc.
- Ensure the cleanliness of the facility and program areas.
- Provide guidance, leadership, support and supervision to all program managers.
- Ensure the successful operation of all Club programs and facilities.
- Ensure that positive and respectful relationships exist between staff, parents, members and community.