



BOYS & GIRLS CLUBS
OF THE GREAT LAKES BAY REGION

TITLE: *Youth Development Professional in the Great Lakes Bay Region*

DEPARTMENT: *Programs/Virtual*

REPORTS TO: *Unit Director*

FLSA STATUS: *Exempt* *Non-Exempt*

PRIMARY FUNCTION:

The Program Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area. A YDP supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation
 - register new members and participate in their Club orientation process; and
 - provide guidance and role modeling to members.
 - integrate technology into the club programs

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

Teamwork

4. Ensure a productive work environment by participating in staff meetings and professional development training.

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Safety and Sanitation

5. Ensure that members are following all sanitation and club guidelines.
6. Participate in keeping the club and materials are sanitized.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.

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:

- High school diploma or GED
- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to function as a TEAM player
- 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
- Mandatory CPR and First Aid Certifications
- Valid State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

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.

Please stop by the Bay City Boys and Girls Club to pick up an application OR email Julie Villano at julie@greatlakesclubs.org and ask for an application. Completed applications with resume and/or cover letter must be dropped off at 300 West Lafayette Avenue, Bay City, MI 48706 989-892-6723.

Posting Date: June 3, 2020

Posting open until positions are filled.