

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE: Youth Development Professional
PROFILE SOURCE: After-School Program
DEPARTMENT: Program Staff
REPORTS TO: Director of Programs
FLSA STATUS: Part-Time, 20-25 Hours

PRIMARY FUNCTION:

Ensure that weekly program schedule is being ran and members are participating and engaged in those activities. Provide an engaging environment that promotes learning and respect. Provide mentorship to members that align with our mission vision and values. Organize and lead a variety of small and large group activities each week. Completing designated paperwork such as pre/post test and documentation of program activities.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

1. Create an environment that facilitates academic excellence:
 - Follow the weekly schedule;
 - Identify and respond to youth behavior issues; As well as communicate with Discipline YDP for guidance and assistance with youth behaviors
 - Ensure that the site/classroom is kept clean, organized, and free of litter;
 - Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance;
 - Know and understand ALL emergency procedures associated with the after-school program;
 - Know, enforce, and follow all safety guidelines associated with the after-school program areas. This includes but is not limited to being responsible for your youths' safety and their whereabouts at all times; and
 - All other duties as assigned by Leadership

Communication

2. Communicate about participants' experiences and report concerns to grade level Director and/or Director of Programs;
3. Help guide Junior Staff, participants, and volunteers to have a deeper understanding of leadership and counseling skills;

Supervision

4. Supervise youth in activities.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. Responsible for picking up members from school.

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.

QUALIFICATIONS:

- Upon hire, completion of after-school provided First Aid and CPR certification, and other job-specific training
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to lead, plan, organize, and implement program activities
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Must have the physical ability to lead and participate in after-school program activities which include, but are not limited to hiking, canoeing, swimming, team building initiatives, physical games, and activities
- Must have the ability to restrain and physically support children when needed for safety in general after-school program activities (child weighing 50-200 pounds)
- Must be 18 years of age and possess a High School diploma or equivalent required (Some post-secondary education preferred)
- Excellent written & verbal skills; organizational skills and attention to detail
- Willingness to work with children, youth, parents, families, and adults and to strive for personal development, advancement, and improvement
- Must be able to adapt to various situations at a rapid pace

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.

The following statements regularly apply to the position:

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver's license, be able to be insured on company policy, and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
 - Irregular hours - Occasionally
 - Afternoons/Evenings - Regularly
 - Weekends - Occasionally

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.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by:

Chief Executive Officer

Date