



POSITION DESCRIPTION

TITLE: Recreation Youth Development Professional

CATEGORY: Youth Development Professional

DEPARTMENT: Program

REPORTS TO: Director of Program Services

Exempt Non-Exempt

PRIMARY FUNCTION: Oversee all aspects of Club Recreation Program delivery including activity design, scheduling, staff training, administrative requirements, building and equipment care, customer service, data collection, and other duties.

KEY ROLES: (Essential Job Responsibilities):

- Implement and manage all elements of Club Recreation Programs
 - o Implement and/or manage various sports, games, and fitness program components
 - o Design and manage annual program delivery schedule
 - o Oversee and collaborate on reports, participant recruitment, staff training, communications with schools and families, activity and event planning
 - o Keep staff informed of plans, progress, problems and challenges, etc. through active participation in staff meetings and other communications as needed.
- Maintain activity rooms, grounds, and equipment in a safe, clean, and operable fashion.
- Manage, support, and/or assist with other programs in the Club as needed including Family Events, Teen Programs, Computer Lab, and special events.
- Coordinate and represent the Club partnership programs with other agencies as assigned.
 - o Includes assessing and meeting outside program needs
 - o Consistent and active participation in partnership programs
 - o Recruit and train volunteers and staff to fulfill those needs.
- Assist and ensure the youth participation data is accurately tracked and recorded.
- Complete the reporting forms accurately and on time.
- Perform necessary administrative functions including:
 - o Manage building and security safety
 - o Assist with staff training and volunteer orientations
 - o Assist with oversight of timecard usage
 - o Assist in managing customer service, family communications, and serve to enhance and preserve positive perception of BGCSI.
- Interpret BGCSI mission, methods, goals, and programs to the community and serve as an advocate for the youth of the Club.

ADDITIONAL RESPONSIBILITIES:

1. Maintain and support a positive work environment with all staff, volunteers, interns, and others through pro-active communication, teamwork, and cooperation.
2. Assist in supervising members during program transportation to and from special events.
3. Assist with interaction with parents/guardians concerning member attendance, behavior, or opportunities, etc.
4. Participate in scheduled in-service trainings for staff and volunteers.
5. Assist with Club care, cleaning, repair projects and improvements.
6. Show ability to manage a fast-paced, high volume youth development program atmosphere.
7. Perform other duties as assigned.

RELATIONSHIPS

Internal: Work closely with the Site Director, and with other Administrative staff as needed. Maintain close, daily contact and constructive working relationships with all Club staff (professional and volunteer), and Club members, to receive/provide information, discuss issues, review and clarify guidelines/instructions; explore and develop membership, registration, data collection, and ideas.

External: Maintain contact as needed with parents and family of Club members, organization representatives, guests and visitors, school representatives, and others to represent and communicate Club mission and operations in a positive way.

SKILLS/KNOWLEDGE REQUIRED:

- Minimum two years of college or equivalent experience.
- Significant knowledge and direct experience with computer data collection systems and function.
- Strong communication skills, both verbal and written.
- Group leadership skills, including understanding group dynamics.
- Demonstrated organizational, staff, and project/program management abilities.
- Mandatory CPR and First Aid Certifications, or willingness to obtain. In-house training provided.
- Work experience in a Boys & Girls Club or similar organization is preferred.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Ability to perform broad ranging physical responsibilities in fast paced, multi-faceted setting.
- Ability to utilize and generate a variety of written, verbal and multi-media data for interpersonal, Club, and program communication and organizational purposes.
- Ability to lift and carry objects up to fifty pounds as needed.
- Reliable transportation required.

DISCLAIMER:

The information presented indicates the general tenure and nature and level of 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 Professional Officer **Date**