



BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS

POSITION DESCRIPTION

TITLE: Youth Development Professional
PERFORMANCE PROFILE SOURCE: Youth Development Professional
DEPARTMENT: Programs
REPORTS TO: **Unit Director**
_Exempt __X_Non-Exempt

PRIMARY FUNCTION:

Responsible for the development and delivery of programs for K-12 youth in one or more areas of the Core Program structure of the Boys & Girls Club, including Character & Leadership Development; Education & Career Development; Health & Life Skills; The Arts; Sports, Fitness, & Recreation; and, Service Learning. Assist with overall supervision of Club members and participate in the creation of a safe, positive, engaging, and team-oriented Club atmosphere.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and implement developmentally appropriate programs and activities that support Youth Development Outcomes for youth:
 - Support organizational goals and mission through program delivery and team participation with staff and volunteers.
 - Help oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

1. Complete weekly learning plans as developed within staff trainings and in accordance with weekly and monthly objectives.
2. Support and maintain Club program goals and settings that insure the health and safety of members. Participate actively in trainings that promote understanding of youth development, standards of program philosophy and delivery. Help ensure that Club equipment is maintained in good working condition.

3. Participate in the evaluation of Club programs on a continual basis to ensure programs/activities respond to member needs and address gender and cultural diversity issues.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other activities as necessary.
2. May oversee supervision for special events.
3. May consult with parents/guardians concerning member attendance, behavior, or opportunities, etc.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parent/guardians, and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Experience in working with high school aged youth.
- Creativity, enthusiasm and strong initiative skills.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Ability to perform broad ranging physical responsibilities in a fast-paced, multi-faceted setting.
- Ability to utilize and generate a wide variety of written, digital, technical, verbal, and multi-media data for interpersonal, Club, and community communications and organizational purposes.
- Ability to lift and carry objects up to 25 pounds as needed.
- Reliable transportation required.

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.