

Boys & Girls Club @ Alexander Middle School Youth Development Professional

Position Title: Youth Development Professional -

Hours: Monday-Friday, weekends as requested, 20 hours * School Year 2021-2022*

Classification: Nonexempt, Hourly

Salary: Based on experience and qualifications

Reports to: Center Director/Site Coordinator

Position Summary:

Under the general supervision of the Teen Director

Professional is responsible for daily interaction with teens at Club sites with the primary concern for programs and service delivery. Program Assistants should work toward developing a positive mentoring relationship with members while effectively communicating Club rules and ensuring the safety of members.

1. 50% Member Management

- 1.1. Maintain a healthy and safe environment, by ensuring facilities, supplies and equipment are maintained
- 1.2. Develop relationships with Club members, parents, site contacts and community members
- 1.3. Independently manage a group of members (15-25)
- 1.4. Independently manage member behavior - including documentation of incidents/accidents

2. 30% Program Development and Management

- 2.1. Plan, implement and evaluate unit programs
- 2.2. Execute grant-required program activities in accordance with established standards and goals
- 2.3. Maintain and understand member tracking software and execute data entry when applicable
- 2.4. Participate and properly understand meal/snack program requirements

3. 15% Facility Management

- 3.1. Maintain cleanliness of facility through completion of daily checklist
- 3.2. Communicate supply or maintenance needs to Site Unit Director

4. 5% Additional Duties

4.1. Volunteer and Attend Club events as assigned

4.2. May be required to drive Club van periodically and complete daily van safety checklist

4.3. All other duties as requested

Required Qualifications:

- Ability to supervise and motivate Club members
- Ability to manage Club resources and supervise programs and activities related to the

Club's mission

- Knowledge of Youth Development
- Strong oral and written communication skills
- Self-starter, to work with minimal supervision
- Demonstrated ability to use independent judgment, tact, and discretion
- Ability to work collaboratively with a wide variety of partners

Preferred Qualifications

- Knowledge of PC and/or Mac computers and software including Adobe and MS Office; ability to learn new programs as needed
- Proven ability in program planning and implementation
- 1+ years of experience in youth development and supervision
- Over 18 years of age, possess a valid driver's license

Job Type: Part-time

Pay: \$10.00 - 15.00 per hour

Schedule:

- Monday to Friday 2:00-6:00