

After School Youth Development Professional

Job Summary:

Supervise members in a classroom type setting and manage the group throughout the day to various rooms, daily field trips, and food services. Ages range from 6-18 years old.

The position runs Aug. 17, 2025- May 22, 2026.

Qualifications:

- High School Diploma or GED
- Experience in working with student population is highly recommended
- Ability to motivate youth and manage behavior problems
- Good communications skills both verbal and written
- Ability to plan and implement quality programs for youth.

Job Responsibilities:

- Arrive for work on time and be ready to work.
- Supervise 20-25 members in program rooms.
- Create a stimulating environment through creative lesson planning, bulletin boards, and daily field trips.
- Must be able to respond appropriately and use good judgment when dealing with members, parents, and emergencies. Complete attendance and accident forms completely as necessary and give to Unit Director.
- Maintain a clean and safe environment, making sure all equipment is in working order and put away at the end of the day. Wash windows, tables, and counter tops. Sweep, vacuum, and mop as needed.
- Maintain consistent rules to ensure proper and appropriate discipline and group management.
- Plan and implement interesting and fun daily programs in the areas of art, gym, playground, large group, small group, and free choice time.
- Conduct all Club programs in a way that promotes sportsmanship and fair play.
- May be asked to do other duties, which benefit the organization
- Mandated child abuse reporter
- Children may occasionally become upset or hard to soothe. Staff play a vital role in these moments by responding with compassion, patience, and professionalism, fostering trust, security, and emotional growth

- Have FUN and make a memory of the day!

Physical and Mental Requirements:

- Must be able to interact physically with children during program activities.
- Ability to sit or stand for long periods of time.
- Must be able to think clearly and concisely.
- Must be able to function in a loud environment with high energy interacting with multiple aged members.
- Must be able to work in a variety of environments, including outdoor activities.
- Complete all cleaning duties assigned.

Job Types: Part- time up to 20 hours

Schedule:

- 4-hour shift
- Additional hours covering facility rentals
- Monday to Friday

License/Certification:

- First Aid Certification (Preferred)
- CPR Certification (Preferred)