



BOYS & GIRLS CLUBS
OF EMERALD VALLEY

Position Description

Position: Youth Development Professional (YDP)

Reports To: Club Director

Status: Part Time (15 to 22 hrs/week) Mon-Fri- 2pm to 6:30pm (School Year) 7:30am to 6:00pm (Summer)

Benefits: Sick Time, Holiday Pay

Rate of Pay: (Starting) \$16.00 to \$17.50 per hour

Last Revision: January 2024

Summary:

This job is one of a kind opportunity to improve the lives of kids while gaining leadership skills and youth development skills for future career opportunities in a fun and engaging work environment.

A Youth Development Professional (YDP) is a professional role model and informal guidance counselor for kids (1st grade to 12th grade) at the Boys & Girls Club. As a YDP you provide emotional support, hope and opportunity to kids from across your community in a safe environment while helping them have fun in a structured environment filled with a variety of exciting kid-centric activities/programs.

As a member of the BGCEV family, the YDP's top priority is the safety of members and ensuring the Club is always a positive environment for kids. YDP's regularly plan and organize weekly youth activities and programs. We continually train and coach all YDPs of all skill levels.

Qualifications:

- High School Diploma **(required)**
- 6+ months of professional customer service experience **(required)**
- Ability to learn and practice 5 key elements and Youth Program Quality Methods **(required)**
- Subject to initial background check and re-occurring annual background check **(required)**

Skills/Knowledge:

- A positive attitude, integrity, and interest in helping youth become successful adults
- Group leadership skills, including an understanding of group dynamics
- Strong initiative and ability to work independently; self-starting and motivated
- Ability to work with and contribute to a team
- Strong communication skills, both verbal and written
- Willingness to obtain CPR and First Aid Certifications (provided)

Working Conditions:

A Youth Development Professional will stand and physically interact with youth for most of their shift. This role requires a positive attitude, energy, and a can-do approach to solving problems. You will be expected to develop and plan weekly activity and/or program schedules as well as attend trainings and skill development workshops. You will also be expected to help with facility cleaning at the end of each shift.

We are willing to discuss working around college schedules. Primary shift is 2pm to 6:30pm Mon-Fri during the school year and between 7:30am to 6:00pm during summer.

Primary Responsibilities:

Member Safety and Supervision

- Set clear expectations and enforce/practice all Club safety policies and rules with all members
- Hold members accountable for behavior choices while communicating the benefits of making positive choices
- Manage the safe and efficient transition of members between activities
- Ensure kids are always supervised and practice the rule of three at all times

Membership Relationship Building

- Build positive relationships with every member
- Communicate and model the club values of respect, responsibility and integrity
- Provide ongoing guidance and mentoring to members when appropriate
- Embody the positive attitude and self-confidence that ensures member success while having fun

Structured Youth Engagement

- Plan and lead daily activities and weekly programs using the Formula for Impact
- Utilize the 8 Elements of a High-Quality Session daily
- Develop strategies for teaching youth new skills in our three priority areas:
 - Academic Success
 - Good Character and Leadership
 - Healthy Lifestyles
- Create impromptu / casual opportunities for fun and enjoyment that ensures a positive interpersonal setting

Cleaning and Facility Maintenance

- Accomplish assigned daily cleaning tasks
- Manage program areas in a manner that holds youth accountable for club cleanliness
- Work with your team to ensure that all areas of the work setting are repaired and clean

Other Duties as Assigned

- Other duties as assigned

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, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.

Name

Signature

Date