



**BOYS & GIRLS CLUB
OF DOUGLAS**

POSITION DESCRIPTION

TITLE: Youth Development Professional

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

Oversee and implement a broad range of programs focused on character and leadership development, education and career development, health and life skills, the arts, and sports, fitness and recreation. Maintain a positive, safe, and clean environment for Club members

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success. Plan and oversee designated programs that support a sense of belonging, usefulness, influence and competence for all youth in the program.

- Model the philosophy and mission of the Boys & Girls Club of Douglas
- Plan and implement programs/activities that support youth development outcomes
- Encouraged members to participate in a variety of programs and receive instruction and constructive feedback to develop skills in program areas
- Demonstrate positive interactions and relationships with Club youth and staff members
- Promote a safe, positive, and fun environment for members
- Adhere to Boys & Girls Club of Douglas policies and procedures
- Discipline members fairly and according to Boys & Girls Club of Douglas policy

Youth Development Professional

Program Development and Implementation

- Participate in establishing and maintaining Clubhouse goals that ensure the health, safety and development of members
- Willingly evaluate and adjust your programs on a continual basis to ensure they are achieving the program goals.
- Structure programs to respond to member needs and cultural and gender diversity
- Ensure proper record keeping and reporting including programs, activities, notable achievements and any problems/issues
- Increase visibility of Club programs via posting of daily and weekly schedules

Additional responsibilities:

- May oversee special programs or events, and/or participate in the implementation of other activities as necessary
- May be required to drive Club van
- Attend swimming outings, prepared to supervise children while they are in the pool (wearing proper swim attire is required)
- Complete janitorial duties
- Consult with Unit Director concerning member or Club issues

Skills/Knowledge Required:

- High school diploma
- Strong communication skills, both written and verbal
- Group leadership skills, including an understanding of group dynamics
- Organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications

Physical and Mental Requirements:

- Be able to lift up to 50 lbs
- Handle high stress situations and high noise levels
- Be able to keep up with active children for extended periods of time

Please email a cover letter and resume to michelec@bgcdouglas.com.