



**BOYS & GIRLS CLUB
OF ROCHESTER**

POSITION DESCRIPTION

TITLE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Assistant Unit Director ___ Exempt _X_ Non-Exempt

GENERAL DESCRIPTION

The Youth Development Professional is at the core of our organization's ability to live out our mission. First and foremost, a person in this position will build relationships and have fun with some of the most amazing youth in our community. This position also opens the door to bringing new programs, activities, hobbies and events to the members who attend Club.

In this position, a person will plan, implement, and evaluate activities in across all areas, including Education & Career Development, Sports, Fitness & Recreation, The Arts, Character & Leadership Development, and Health & Life Skills. Currently, two positions of greatest need call for: job applicants who are willing and able to run LEGO robotics and other STEM programs; and applicants with the skills to engage, challenge, and lead our youngest 6-8 year old members.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment where our youth achieve their full potential:
 - promote program participation, and engage members in FUN!
 - register new members and keep them engaged on a regular basis
 - provide guidance and role modeling to members

Program Development and Implementation

1. Effectively implement programs, services and activities for members and visitors.
2. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the building at all times. Prepare periodic activity reports.

Supervision

1. Ensure a productive work environment by participating in staff meetings and trainings.

ADDITIONAL RESPONSIBILITIES:

1. Plan and participate in special programs and/or events.
2. Driving the Club van.
3. Understand and adhere to all the organizational standards for the Club programs.
4. Understand and live out the mission and philosophy of Boys & Girls Club
5. Research topics based on interest and needs of Club members.
6. Promote members' interest and participation in all Club programs.

RELATIONSHIPS:

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

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED
- Experience working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to organize and supervise members in a safe environment
- Valid State Drivers License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- High energy level, comfortable performing tasks in conjunction with the day-to-day activities.
- Superior interpersonal skills.
- Ability to get along with and understand diverse personalities
- Tactful, mature and flexible.
- Good reasoning abilities and sound judgment.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.