

POSITION DESCRIPTION

TITLE: Youth Development Professional
REPORTS TO: Unit Director



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 calls for staff to bring 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.

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 and hold all members to high expectations.

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. Track all attendance for program participation. Prepare 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 members' parents and guardians 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.
- Ability to adapt to changes in work environment

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.

Employment Application

An Equal Opportunity Employer

(Please Print)

Date ____/____/____

Name _____

_____ Last First Middle

Current Address

_____ Street City State Zip

Phone _____ Cell or Alternative phone number

Email _____

Do you have a valid driver's license? _____ State / License #

POSITION APPLIED FOR

Title or Category _____ Salary Required

Date Available _____ Willingness to Travel (Approx. Percentage)

What date can you begin work?

What days and hours can you work? ____ Full-time, or ____ Part-time, these days and hours:

If part-time, are you able to be flexible in your hours? ____ Yes, or ____ No, I cannot work the following hours:

REFERRAL SOURCE

How were you referred to Boys & Girls Club of Rochester (BGCR)?

Have you ever worked for this company before? Yes No

Explain _____

Do you know anyone who works for our company? Yes No If yes, who?

GENERAL INFORMATION

Are you at least eighteen year of age? _____ Yes _____ No

If not, do you have an age certificate or work permit? _____ Yes _____ No

Do you have a legal right to work in the United States? _____ Yes _____ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION AND TRAINING

| | Name of School | State | Course or Major Studied | Years Completed | Diploma/ Degree or Certificate Earned |
|-------------|----------------|-------|-------------------------|-----------------|---------------------------------------|
| High School | | | | | |
| College | | | | | |
| Other | | | | | |

EMPLOYMENT HISTORY

Start with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration. Do not detail duties and responsibilities if described in attached resume.)

| | | | |
|--------------------------------|----|---|------------------|
| From | To | Employer Name | Telephone () |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |

Youth Development Professional

| | | | |
|--------------------------------|----|---|------------------|
| | | | |
| Reason for leaving | | Hourly Rate/Salary | |
| | | | |
| From | To | Employer | Telephone () |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |
| | | | |
| Reason for leaving | | Hourly Rate/Salary | |
| | | | |

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

Computer Skills (please describe):

REFERENCES

City of Rochester, New York, 1998-2000 (2)

| Name | Phone, Email | Company | Years Acquainted |
|------|--------------|---------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

I authorize Boys & Girls Clubs of Rochester (B&GCR) to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and B&GCR from any and all liability

arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for my employment history, my academic credentials or qualifications and my suitability for employment with B&GCR. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I further understand that any false or misleading statements will be sufficient cause for rejection of my application if B&GCR has not employed me or immediate dismissal if B&GCR has employed me. I also authorize B&GCR to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release B&GCR from any and all liability for its providing this information.

I understand that nothing in this employment application, in B&GCR's policy statements or personnel guidelines, or in my communications with any B&GCR official is intended to create an employment contract between B&GCR and me. I also understand that B&GCR has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that B&GCR retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin, disability or any other protected class.