



Youth Development Professional

PERFORMANCE PROFILE SOURCE: Program Support Staff

DEPARTMENT: Programs

REPORTS TO: Site Coordinator(s)

FLSA STATUS: Part-Time Non Exempt

Pay Rate: \$17-19/hour

LOCATION: West Valley Region

PRIMARY FUNCTION:

Works directly under the supervision of the Site Coordinator and is responsible for facilitating programs in the 5 core areas provided by Boys & Girls Clubs of America. YDPs are responsible for providing mentorship, supervision and control over members, as well as disciplining members when necessary. YDPs are responsible for communicating program updates/needs/participation to the Site Coordinator. YDP will collaborate with the Site Coordinator in expanding our program membership through assistance with outreach and promotion activities.

KEY ROLES (Essential Job Responsibilities)

Leadership

1. Assists in various areas of the Club and Special Events
2. Supervises small and large groups of members, not to exceed 20 members.
3. Promotes teamwork among co-workers and volunteers
4. Assists with outreach/recruitment and participates in school events as directed by the Site Coordinator
5. Promotes safety of members, quality in programs, and appearance of Club at all times

Program Development and Implementation

1. Provide academic support to all members
2. Plan, organize, and implement a range of program services and activities including in the areas of (1) education; (2) sports and recreation; (3) the arts; (4) health and wellness; (5) leadership and service.
3. Provides activity reports to the Site Coordinator and participates in all scheduled staff meetings
4. Provides guidance and role modeling to members
5. Promotes and stimulates program participation; registers new members and participates in their Club orientation process.
6. Provides mentorship to members and helps youth achieve priority outcomes by consistently providing the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities, providing targeted programs and encouraging regular attendance.

ADDITIONAL RESPONSIBILITIES:

1. Participation or leading special programs &/or events.
2. Supervising on field trips.
3. May be required to work outside of scheduled hours, including evenings and weekends.
4. Assume other duties as assigned



5. Knowledge and use of myBGCA.net

SKILLS/KNOWLEDGE REQUIRED:

- Working towards a college degree is preferred but not required.
- Experience and/or ability to work with youth ages 5-17.
- Ability to organize and supervise members in a safe environment.
- Ability to motivate and deal effectively with members' discipline problems.
- Strong communication skills both with staff and members.
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth.
- Knowledge of youth development.
- Mandatory Covid-19 vaccine, CPR and First Aid Certifications, and TB clearance.

RELATIONSHIPS

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

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

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

Able to stand or sit for extended periods. Able to bend and move around to engage members. Able to lift and move up to 50 lbs. Must be available for either the morning or afternoon shift on Monday-Friday. School Hours (8:00 a.m. - 6:00 p.m.).

COVID-19 CONSIDERATIONS:

Staff will be required to follow COVID-19 infection control procedures which will include but are not limited to, wearing face masks, face shields, socially distancing, and engaging in weekly COVID Testing. Additionally, as part of LAUSD's effort to provide the safest possible environment in which to learn and work, all employees and agency partners will be required to be fully vaccinated against COVID-19 and provide proof.

Signed by: _____
Incumbent Date

Approved by: _____
Site Coordinator Date

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, responsibilities, qualifications and objectives required of employees assigned to this job.*



BOYS & GIRLS CLUB
OF THE WEST VALLEY

For Office Use Only

Hire Date: _____ Hire Rate: _____ 30-day evaluation: _____

Approved by: _____
CEO Date

Entered into BBSI: _____
HR Manager Date