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## Youth Development Professional-Driver

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PERFORMANCE PROFILE SOURCE: Program Support Staff

DEPARTMENT: Programs | Transportation

REPORTS TO: Site Coordinator(s)

FLSA STATUS: Part-Time Non Exempt

YDP Pay Rate: \$17-19/hour

DRIVER Pay Rate: \$24/hour while driving

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. Drivers are responsible for adhering to company driving policy while driving Club vehicles to pick up/drop off members from school sites, provide transportation for field trips, pick up/deliver cargo etc. YDPs are responsible for communicating program/transportation 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. Supports the transportation program as assigned
2. Assists in various areas of the Club and Special Events
3. Supervises small and large groups of members, not to exceed 20 members.
4. Promotes teamwork among co-workers and volunteers
5. Assists with outreach/recruitment and participates in school events as directed by the Site Coordinator
6. 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.
- Drivers must have three or more years of driving experience.
- Driver must pass the Motor Vehicle Records (MVRs) driver's background check, and acknowledge that it will be reviewed periodically and without notice.<sup>1</sup>
- Driver must supply the HR Office with a copy of insurance paperwork.
- 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



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

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.*

For Office Use Only		
Hire Date: _____	Hire Rate: _____	30-day evaluation: _____
Approved by: _____		
CEO		Date
Entered into BBSI: _____		
HR Manager		Date