



Future Ready Youth Development Advisor

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Future Ready

REPORTS TO: Site Coordinator(s)

FLSA STATUS: Part-Time Non-Exempt

Salary: \$17.25-20.25/ hour

LOCATION: Traveling Position (Cleveland HS, Chatsworth HS, Canoga Park HS, &/or Clubhouse)

PRIMARY FUNCTION:

Collaborates with the Site Coordinator(s) to ensure member success, implement effective programs, and assist in the growth of participation and membership in Future Ready (College Bound, STEPSS, Tutoring, Financial Aid Support, specialized workshops, etc.) programs. Plans, implements, supervises, and evaluates activities for the Future Ready Programs offered at Club Sites. Works consistently and effectively collaborates with students, parents, staff and volunteers. Assists Site Coordinator(s) with the management of membership and tracking participation. Maintains a safe environment in conjunction with the Site Coordinator(s) to ensure staff and member safety in program space. Encourages members to participate in programs and assists them with developing goals and seeking their full potential.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Promote and stimulate program participation
2. Register new members and participate in their club orientation process
3. Provide guidance and role modeling to members

Program Development and Implementation

1. Effectively implement and administer Future Ready program services and activities
2. Provide direct services for members through group workshops and one-on-one advising
3. Meet once a week with assigned caseload of members as a part of the OJJDP program
4. Maintain detailed progress notes and files in accordance with the OJJDP program requirements
5. Responsible for maintaining files on each participant in the advising and OJJDP program and helping them to follow an individualized plan towards higher education and/or other post-secondary plans
6. Collect and maintain members' report cards/transcripts as they are distributed from schools
7. Address guardian/teacher concerns, as they relate to member's academic needs
8. Create an academic plan for each member and oversee that they follow their plan, provide support to each member, assess their progress and reports results
9. Provides resources and assistance with the college application process including; how to select a school, obtaining and filling out applications and writing essays
10. Assist members with homework and assist with tutoring as needed
11. Assist with maintaining and keeping files of attendance for programs/workshops



12. Collect all required membership enrollment forms
13. Notify Site Coordinator(s) of any program needs, concerns, and problems (i.e., additional staffing, volunteers, staff evaluations, supplies etc.)
14. Coordinate special projects, events and activities to increase college/ career awareness among members including arrangement of speakers, college/job visits and workshops
15. Seek out enrichment and academic opportunities for the students including programs, scholarships, extension classes, etc.
16. Supports in the preparation of weekly and monthly schedules of activities
17. Promote and recruit members by working directly with schools and contacting parents/ students
18. Assist with promotion and outreach activities at high school sites
19. Assure that programs operate at optimum capacity and meet member's needs
20. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the program space at all times
21. Prepare periodic activity reports

Supervision

1. Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas (including the front desk).
2. Help develop injury prevention methods, evaluate injuries. Highest priority is the safety of the Club members.
3. Ensure a productive work environment by participating in regular unit and organization staff meetings

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van (depending on driving record and age).
3. May be required to help in other program areas.
4. May be required to supervise on Club field trips.
5. Knowledge and use of BGCA.net.
6. Assume other duties as assigned.
7. Obtain and maintain LAUSD SSO credentialing.

RELATIONSHIPS:

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



- ☐ Working towards a College Degree preferred
- ☐ Experience in working with youth ages 12-17
- ☐ Knowledge of youth development
- ☐ Good level of responsibility, reliability, and punctuality
- ☐ Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards
- ☐ Ability to utilize a wide variety of references, descriptive data, and information.
- ☐ Ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- ☐ Ability to motivate youth and manage concerning behaviors.
- ☐ Ability to deal with the general public.
- ☐ Ability to plan and implement quality programs for youth.
- ☐ Ability to organize and supervise members in a safe environment.
- ☐ Mandatory CPR and First Aid Certifications and TB clearance.
- ☐ Valid State Driver's License

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 Monday-Friday After School Hours (2:00 pm-6:00 pm) with the possibility of Saturday scheduling based on availability.

COVID-19 CONSIDERATIONS:

Staff will be required to follow COVID-19 infection control procedures set by LAUSD. Additionally, as part of LAUSD's effort to provide the safest possible environment in which to learn and work, all employees and agency partners are required to provide proof of being fully vaccinated against COVID-19.

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.

Signed by: _____
Incumbent Date

Approved by: _____
Site Coordinator Date

For Office Use Only		
Hire Date: _____	Hire Rate: _____	90-day evaluation: _____



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Approved by: _____	CEO	Date
Entered into BBSI: _____	HR Manager	Date