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## Lead Youth Development Professional

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PERFORMANCE PROFILE SOURCE: Program Support Staff

DEPARTMENT: Programs

REPORTS TO: Site Coordinator(s)

FLSA STATUS: Part-Time Non-Exempt

Pay Rate: \$18/hour

LOCATION: West Valley Region

### **PRIMARY FUNCTION:**

Works directly under the supervision of the Site Coordinator and is responsible for facilitating focused programs in one of the 5 core areas provided by Boys & Girls Clubs of America. The Lead YDP will assist with program planning, development and implementation at various BGCWV sites with the support of Program Directors. All programs are designed to drive positive outcomes for youth and reinforce necessary life skills. YDPs are responsible for providing mentorship, supervision and control over members, as well as disciplining members when necessary. 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. Assist in the creation of curriculum and lesson plans.
2. Assist Youth Development Professionals with program planning (including calendars and lesson plans), daily preparation, participant data collection and high-quality practices to boost engagement.
3. Plan, promote and conduct specialized events and programs.
4. Supervises small and large groups of members, not exceeding 20 members.
5. Promotes teamwork among co-workers and volunteers.
6. Participates in training / educational opportunities to expand knowledge and skills.
7. Ensures supply and program areas are neat and orderly, and bulletin boards and notices are current.
8. Promotes safety of members, quality in programs, and appearance of Club at all times.

#### Program Development and Implementation

1. Provide academic and physical activity support to all members.
2. Plan, organize, and implement program services and activities focusing in one of the 5 core areas including: (1) education; (2) sports and recreation; (3) the arts; (4) health and wellness; (5) leadership and service.
3. Provides monthly written reports to supervisor detailing program highlights, successes, challenges, suggestions for continuous quality improvement 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. Supervising on field trips.
2. May be required to work outside of scheduled hours, including evenings and weekends.
3. Assume other duties as assigned.
4. Knowledge and use of myBGCA.net.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED, minimum of two years of college experience preferred.
- Experience and/or ability to work with youth ages 5-12.
- Ability to organize and supervise members in a safe environment.
- Strong communication skills both with staff and members.
- Mandatory Covid-19 vaccine, CPR and First Aid Certifications, and TB clearance.
- Knowledge of subject matter within core areas and youth development in general.
- Skilled in creative planning, implementing quality youth programs, organizational /and project management, and working toward positive outcomes.
- Ability to deal effectively with members, including disciplinary issues. Demonstrated ability in relationship building and working with young people and parents.
- Ability to demonstrate a professional manner in all interactions, able to facilitate a diverse group of youth effectively, and to organize time well and focus on completing assigned tasks with minimal supervision.

**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 sit, stand, walk, squat, bend, reach above shoulders, and move around for duties throughout the day. Able to lift and move up to 50 lbs.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Operations Date



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

**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