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## 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: \$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.

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 exceeding 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 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. 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:**

- High School diploma or equivalent.
- 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 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.

**COVID-19 CONSIDERATIONS:**

Staff will be required to follow COVID-19 policies and procedures which will include but are not limited to, wearing face masks when applicable, daily wellness sign in, COVID testing as outlined, and isolation when needed. 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



**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