BOYS & GIRLS CLUB
OF THE WEST VALLEY

Teen Youth Development Professional

PERFORMANCE PROFILE SOURCE: Program Support Staff
DEPARTMENT: Future Ready REPORTS TO: Site Coordinator(s)
FLSA STATUS: Part-Time Non-Exempt ..... Salary: $18-21/hour
LOCATION: Traveling Position (Cleveland HS, Chatsworth HS, Canoga Park HS, &/or Clubhouse)

PRIMARY FUNCTION:
Works directly under the supervision of the Site Coordinator and is responsible for tutoring members in Future Ready programming including our homework assistance program, STEM and/or Literacy tutoring with special focus in assisting high school students in Algebra I & II, Geometry, Math Analysis and Calculus, Biology, Chemistry, and Physics. The HS YDP is responsible for communicating student progress to case mentors and assist in updating grade tracker forms. HS YDP may also be asked to facilitate various programs provided by Boys & Girls Clubs of America with the concern of providing supervision and control over members, supervising teen volunteers in the program area, and disciplining members when necessary. HS YDP will collaborate with the Site Coordinator in expanding our program membership through assistance with outreach and promotion activities.

KEY ROLES (Essential Job Responsibilities)
<u>Leadership</u>

1. Assists in various areas of the Club and Special Events
2. Supervises small and large groups of 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
6. Program Development and Implementation
7. Tutors in Math, Science, and/or Literacy
8. Plan, organize, and implement a range of program services and activities
9. Provides activity reports to the Site Coordinator and participates in all scheduled staff meetings
10. Provides guidance and role modeling to members
11. Promotes and stimulates program participation; registers new members and participates in their Club orientation process.
12. Provides mentorship to members and assists them with the college and job search
13. Provides daily activity reports to the Site Coordinator utilizing platforms such as BTBapp and MyClubHub using personal and club assigned technologies.

ADDITIONAL RESPONSIBILITIES:

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

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4. Assume other duties as assigned
5. Knowledge and use of BGCA.net

SKILLS/KNOWLEDGE REQUIRED:

- Working towards a college degree
- Experience and/or ability to work with youth ages 12-17.
- 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.
- Knowledge and ability to teach and tutor High School level math and English at a minimum.
- Mandatory 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 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, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Print Name and Sign Date

Approved by: _____

Teen Services Director Date

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For Office Use Only

Hire Date: _____ Hire Rate: _____ 90-day evaluation: _____

Approved by: _____
CEO Date

Entered into BBSI: _____
HR Manager Date