BOYS & GIRLS CLUB
OF THE WEST VALLEY

Youth Development Professional

PERFORMANCE PROFILE SOURCE: Program Support Staff
DEPARTMENT: Elementary Programs
REPORTS TO: Site Coordinator
FLSA STATUS: Part-Time, Non-Exempt **SALARY:** $18-22/hour [20-25 hours max as assigned]
LOCATION: West Valley Region

PRIMARY FUNCTION:
Under the supervision of the Site Coordinator and in collaboration with Program Coordinators, YDPs are responsible for facilitating programs in the 5 core areas provided by Boys & Girls Clubs of the West Valley. YDPs are responsible for providing mentorship, supervision and are expected to model respectful behavior, motivate youth, and effectively address behavioral challenges. YDPs are responsible for communicating program updates/needs/participation to the Site Coordinator and other leadership as applicable. 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 to exceed 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, enrichment and athletic 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 daily activity reports to the Site Coordinator utilizing platforms such as BTBapp and MyClubHub using personal and club assigned technologies
4. Participates in all scheduled professional development and staff meetings
5. Provides guidance and role modeling to members
6. Promotes and stimulates program participation; registers new members and participates in their Club orientation process
7. 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
8. Provide monthly program highlights for Club marketing and communications platforms
9. Gather feedback from youth, families, school staff, and partners to inform program improvements

ADDITIONAL RESPONSIBILITIES:

- Field trip supervision
- May be required to work outside of scheduled hours, including evenings and weekends
- Participation in special programs and/or events as assigned

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- Knowledge and use of BGCA.net, MyClubHub and BTBapp
- Assume other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- 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 First Aid and CPR certification (or willingness to obtain upon hire)
- Current negative TB test required

RELATIONSHIPS:

Internal: Maintains close, collaborative contact with Site Coordinators and Program Coordinators to align goals, and support consistent program quality across sites. Maintain daily contact with Club members to interact and engage youth in program activities.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

DISCLAIMER:

This position requires the ability to engage in physical activities such as walking, stretching, bending, reaching, sitting, and positioning. Duties may also involve moving across various surfaces and ascending or descending stairs as needed. Work settings vary and may include both indoor and outdoor environments, depending on program activities. Interactions with youth and adults may take place in moderate to high noise levels. Physical exertion is occasionally required to transport supplies and equipment, and the ability to lift boxes up to 50 lbs is necessary. Staff will be provided with a monthly phone stipend which is intended to support staff use of personal devices for Club-related responsibilities, including: staying in regular communication with Club leadership and staff and tracking and monitoring youth program participation for safety, compliance, and reporting purposes.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or physical demands. Boys & Girls Club of the West Valley reserves the right to modify, assign, or reassign responsibilities of this position at any time.

Signed by: _____

Name & Signature Date

Approved by: _____

Senior Dir. Of Operations Date

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For Office Use Only

Hire Date: _____ Hire Rate: _____ 30-day evaluation: _____

Approved by: _____
CEO Date

Entered into BBSI: _____
HR Manager Date