



**BOYS & GIRLS CLUBS**  
OF THE GREATER SANTIAM  
*Serving Lebanon & Sweet Home*

**TITLE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Program Coordinator

**STATUS:** Part-time / Seasonal, hours and days may vary to meet program needs. School Year Program hours are Monday - Friday 2:30-6:30 PM (12:30-6:30 on Wednesday). Summer Program hours are Monday- Friday 7:00 am – 6:00 pm.

**PRIMARY FUNCTION:** Plan, implement, facilitate, and supervise activities and events in a specific program area. Model and execute a variety of innovative and exciting new programs in a specific core area that meet the diverse interests and needs of members, their parents and the community. Interface with volunteers assigned to specific programs to ensure proper application. Promote safety of members, quality of programs and appearance of the Club at all times. Must adhere to strict health, safety and sanitation procedures at all times.

**ADDITIONAL RESPONSIBILITIES**

- Must report to work prepared and on time
- Must demonstrate excellent hygiene and cleanliness practices
- Must collaborate and communicate effectively with coworkers as needed
- Must be able to pass a Criminal Background Check
- Represent the Boys & Girls Club and it's mission while out in the community
- Assist with training of new staff
- Assume other duties as assigned

**SKILLS/KNOWLEDGE REQUIRED:**

- Previous experience working with children and/or knowledge of youth development
- Strong verbal and written communication skills
- Able to work well with others and independently
- CPR and First Aid Certifications (Must be acquired within first 30 days of work)
- Must have (or be currently pursuing) high school diploma or GED

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Active environment that requires employee to be on their feet for several hours at a time
- Some lifting and moving of moderately sized objects
- Some driving may be necessary

*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.*