



TITLE: Youth Development Professional

DEPARTMENT: K-8 Programs

REPORTS TO: Coordinator

STATUS: Part-time/Seasonal, hours and days may vary to meet program needs. School Year hours are typically M-F, after school - 6 pm, and Summer hours are 7 am-6 pm. Program seasons are Sept. - Jun, and Jun - Aug.

PRIMARY FUNCTION: 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.

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 its 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
- 18 years of age or older is preferred.

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

TO APPLY: Please email Melissa Suing, Human Resources Director, a resume, cover letter, and three references to msuing@bgcgreatersantiam.org.

DISCLAIMERS:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

BGCGS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGCGS uses only job-related criteria in making decisions concerning applicants and employees.

All employees are subject to pre-employment background checks.