

GREAT FUTURES START HERE.



JOB DESCRIPTION

TITLE: Youth Development Professional
Non-Exempt

DEPARTMENT: Programs

REPORTS TO: Unit Director

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education & Career Development, The Arts, Sports, Fitness & Recreation, Health & Life Skills, Character & Leadership Development and Specialized Initiatives.

KEY ROLES and ESSENTIAL JOB FUNCTIONS:

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:

What Kids Need to Succeed
 - Promote and stimulate program.
 - Recruit new members and participate in their club orientation process.
 - Provide guidance and role modeling to members.
 - Program development and implementation.

2. Effectively implement and administer programs, services and activities for members as directed by program guidelines and expectations.

3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearances of the Club at all times. Prepare reports as directed.

4. Ensure a productive work environment by participating in weekly staff meetings.
5. Required participation in special programs/events.
6. May be required to drive Club van.

RELATIONSHIPS:

Internal: Maintain close daily contact with Club staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct and advise/counsel.

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

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma or GED
- Experience working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems and problem solve.
- Ability to deal with the public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid certifications.
- Valid State Driver's License
- Social Security Card and/or Citizenship Documents

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, as comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.