

Youth Development Professional (YDP)

Pay: \$8.60 an hour

Status: Part-Time

Schedule:

School . . . 2:30 -7:00

Breaks . . . Varies

FLSA Status: Non-Exempt

Missions Statement

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Vision

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Job Description

Skill / Knowledge Requirements:

- High School Diploma/GED required or being pursued
- Prior experience working with children preferred in either a paid or volunteer capacity, including but not limited to mentoring, tutoring, coaching, and teaching
- Provide direct supervision to members
- Communication skills – good written/typed and oral communication skills; legible handwriting
- Decision making skills – good judgment; can identify common elements, themes and risks in situations and behaviors; systemic thinking; problem solving and .
- Management skills – can collaborate; organized; time management; ability to plan and implement quality projects & activities for youth; organize and supervise members to foster a safe environment where members feel they belong
- Relationship skills – maintain strict confidentiality; positive conflict resolution;; demonstrate an understanding of group dynamics; ability to build relationships; be a positive team player; the ability to relate to the public and those within the Club

Purpose=#

- Contribute to a healthy and safe environment by modeling positive & proactive life skills.
- Help to create a Club environment that facilitates the achievement of desirable youth development outcomes
- Supervise members while in Club care, ensuring both physical and emotional safety
- Contribute to a healthy and safe environment by ensuring that facilities, equipment and supplies are properly maintained
- Planning and implementing projects and activities that are in line with program goals to prepare youth for success



**BOYS & GIRLS CLUB
OF THE GREATER WEST
PLAINS AREA**

Youth Development Professional (YDP)

“Each day I have the opportunity to not just affect the lives of the students that I work with, but the lives of their family and possibly their descendants. I take this responsibility seriously and hold it with great pride.”

Online Reviews

Indeed.com has rated BGCA as one of best nonprofits to work for in 2017.

Community Reviews

Community oriented people who's #1 mission is the safety of their children.

- J. Nicholas

The staff cares so much about the children and they are very careful. I love that Kailynn is somewhere where she can have choices and be safe.

- R. Whittington

Love the staff!!! Lots of activities for the kids.

- F. Russel

Job Description

Responsibilities:

Leadership

- Contribute to positive youth development through relationship building, providing recognition, influencing, coaching by example, servant leadership, and providing members with constructive feedback, listening and fostering wellness
- Supervise and implement quality programs for youth by planning activities & services that are essential to preparing youth members for success through organizational awareness and systemic & innovative thinking
- Monitor programs, services and activities to ensure safety of members, quality in programs and positive appearance of the Club at all times
- Know and effectively communicate the Boys & Girls Club's core characteristics, goals and its unique culture

Resource Management

- Ensure that facilities, equipment and supplies are properly maintained
- Ensure safety & environmental policies & regulatory requirements are met
- Demonstrate a commitment to excellence through example by doing one's best and encouraging others to do their best

Public Relations

- Maintain a positive reputation in the community and amongst members, parents, and partnering organizations
- Work with staff on special events in a voluntary capacity to foster healthy public relations

Miscellaneous

- Advise Program Director of needed supplies and equipment
- Promptly submit a monthly planner
- Clean program area and other necessary areas
- Perform all other duties that may be necessary to carry out the purpose of the organization.



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