Position Summary:
Under direct supervision, plan, implement, conduct and evaluate activities provided in specific program area(s), such as Technology, Prevention/Intervention, Academic Education and Assistance, Leadership and Character Development, Career Prep, Social Recreation, Arts & Crafts, and Physical Education, usually within a designated Unit.

Essential Responsibilities:
• Create a fun environment that facilitates the achievement of Youth Development Outcomes
• Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests
• Promote an stimulate program participation
• Cultivate new members and participate in their Club orientation process
• Provide guidance and role modeling to members according to BGCGC guidelines
• Effectively plan, implement, and conduct programs, services and activities for members and visitors
• Ensure safety of members, quality in programs and appearance of the Club at all times
• Prepare and enter daily program reports by accurately recording the program and activities, participants, outcome and areas for improvement
• Manage classrooms and ensure a productive work environment, maintaining an inventory of all classroom program equipment and supplies in good order
• Recommend supply requisitions, as necessary, controlling expenditure
• Ensure that members are encouraged to participate in a variety of fun program areas/activities and receive instruction and constructive feedback to develop skills in program area(s)
• Demonstrate leadership to assure conduct, safety and development of members
• Ensure a productive work environment by participating in weekly Club staff meetings

Additional Responsibilities:
• May be assigned special projects and other duties periodically by Supervisor
• May participate in special programs and/or events
• May be required to drive Club bus/van if CDL has been obtained
• Part-time employees are required to attend a certain amount of training (Boys & Girls Clubs of the Gulf Coast management will determine dates and times)
• Review and respond to e-mails, voicemails and other forms of communication within one business day

Essential Skills & Experience:
• Associate’s degree in related field from an accredited college or university preferred, or equivalent experience
• Minimum of one year experience in youth development
• Knowledge of teen development
• Ability to motivate youth and manage behavior problems
• Ability to deal with the general public
• Ability to organize and supervise members in a safe environment
• Mandatory CPR and First Aid Certifications
• Valid State Driver License

Valued Skills & Experience:
• Bachelor’s degree in related field
• Two or more years’ experience

Required Competencies:
• Problem solving – identify and resolve problems in a timely manner, gather and analyze information skillfully and maintain confidentiality
• Interpersonal skills – maintain confidentiality, remain open to others’ ideas and exhibit a willingness to try new things
• Oral communications – speak clearly and persuasively in positive or negative situations and demonstrate group presentation skills
• Written communications – edit work for spelling and grammar, present numerical data effectively and able to read and interpret written information
• Planning/organizing – prioritize and plan work activities and use time efficiently
• Quality control – demonstrate accuracy and thoroughness and monitor own work to ensure quality
• Adaptability – adapt to changes in the work environment, manage competing demands and able to deal with frequent changes, delays or unexpected events
• Dependability – consistently at work and on time, follow instructions, respond to management direction and solicit feedback to improve performance

Relationships:
Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructors; instruct; and advise/counsel
External: Maintain contact with other Clubs, vendors, consultants, organizations, government agencies and others to achieve program goals and objectives, manage costs, share information, and resolve problems.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Physical demands: While performing duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or fell objects, computers, files, and other general office equipment and products. Employee may be asked to lift and/or move up to 35 pounds. Employee must occasionally visit other Boys & Girls Clubs of the Gulf Coast Clubs.
• Work environment: The noise level in the work environment is usually low. When Club is in session, the noise level may be moderate to loud.

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.

General Statement:
The employee is expected to adhere to all company policies and to act as a role model in the adherence to said policies.

Authorization: I have read and understand this explanation and job description.

Employee Signature ___________________________________ Date _______________
Employee Printed Name ___________________________________
Supervisor Signature ___________________________________ Date _______________