



**Boys and Girls Clubs of Metro South
Job Description**

TITLE: Youth Development Associate
JOB FAMILY: Pre-Teen/Teen/Athletics/Creative Arts/STEM/Program
FLSA STATUS: Non-Exempt
REVISED: May 2019

POSITION SUMMARY:

The Youth Development Associate position is assigned to a program area(s) and responsible for assisting in the delivery of quality and developmentally appropriate department-specific programs, activities, services and special events that promote:

- Health & Life Skills
- Character & Leadership
- Education & Career
- The Arts
- Sports, Fitness, or Recreation

ESSENTIAL FUNCTIONS:

- Assist in the delivery of department-specific programs, activities, field trips and events as directed.
- Assist in the supervision of members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate. Report any disciplinary issues to supervisor.
- Ensure and maintain the safety, health and welfare of members as a first priority.
- Relate to the children with respect and understanding and realize you are an adult role model for them.
- Adhere to and uphold all Club and Member rules and policies.
- By personal example, helps interpret the quality of Club values to children, parents and staff. Must be a positive role model.
- Instruct children in a variety of activities with enthusiasm and creativity.
- Attend all general and site staff meetings and training sessions and give input.
- Participate in collaborative programs and events with other department staff and staff from other clubhouses and community organizations as appropriate.
- Secure and maintain materials, equipment and other resources belonging to the program area(s), reporting any problems with the equipment/supplies to the respective Director. Maintain a safe and clean program area(s).
- Participate in individual and group supervision sessions.
- Other duties as assigned.

QUALIFICATIONS:

- Must be enthusiastic and willing and able to work with members from diverse backgrounds and circumstances.

- Strong interpersonal and communication skills required.
- Ability to work independently and as part of a team.
- Flexibility to work clubhouse hours especially as seasons and service needs change.

BOYS & GIRLS CLUB COMPETENCIES:

Mission and Community Oriented: Accepts and demonstrates Boys & Girls Club values. Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

People Oriented: Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change; seeks opportunities in the change process.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ **Date:** _____