



BOYS & GIRLS CLUBS
OF THE SUNCOAST

POSITION DESCRIPTION

TITLE: Youth Development Specialist (Middle & High School)

PERFORMANCE

PROFILE SOURCE: Youth Development Programs

DEPARTMENT: Club Sites

REPORTS TO: Club/Program Directors

SALARY RANGE: \$11.00-\$13.00 per hour; 25 hours/week

STATUS:

<input type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>	Non-Exempt
<input type="checkbox"/>	Full-time	<input checked="" type="checkbox"/>	Part-time

REVISION DATE: 01/01/12

PRIMARY FUNCTION: Plans, implements, supervises and evaluates activities provided within a specific program area, such as Career and Leadership, Education, Special Education, Sports & Recreation, Arts, Computer, Health & Life Skills and Physical Education.

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

SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Knowledge of the mission, objectives, policies, programs and procedures of the
- Boys & Girls Clubs of the Suncoast; and the principles and practices of non-profit organization.

TITLE: Youth Development Specialist (Middle & High School)

EDUCATION/CERTIFICATIONS:

- High school diploma. 6 hours of college courses in one of these areas, Early Childhood, Physical Education or Elementary Education
- 40 hours School Age MODS.
- Mandatory CPR and First Aid certifications.
- Valid driver's license and approved to drive by our insurance carrier.
- CDL or will work towards CDL within 90 days

EXPERIENCE:

- Minimum of one year experience working with children, school age preferred.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements:

- Ability to read and interpret documents such as safety rules, operating instructions, and policy manuals.
- Ability to write reports and correspondence.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to clearly and concisely exchange/receive ideas, facts and or technical information with others.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Required to use hands to handle or feel and reach with hands and arms. Occasionally required to stand and walk and may occasionally lift and/or move up to 10 pounds.
- Required to operate a motor vehicle.

Work environment:

- Normal office environment.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Operating Officer Date