POSITION DESCRIPTION

TITLE: Youth Development Specialist

PERFORMANCE PROFILE SOURCE: Youth Development Programs

DEPARTMENT: Club Sites

REPORTS TO: Club/Program Directors

SALARY RANGE: $9.00-$10.00 per hour; 20-25 hours/week

STATUS: ☐ Exempt ☑ Non-Exempt ☐ Seasonal

☐ Full-time ☑ Part-time

REVISION DATE: 05/09/12

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

EDUCATION/CERTIFICATIONS:
- High school diploma or GED, some college or college degree desirable.
- Mandatory CPR and First Aid certifications.
- Valid driver’s license and approved to drive by our insurance carrier.

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.
   - May be required to operate a motor vehicle.

   Work environment:
   - Normal office environment.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in the 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.

Signed by: __________________________________________  Employee  Date

Approved by: _________________________________________  Supervisor  Date

Reviewed by: _________________________________________  Chief Operating Officer  Date