



Youth Development Professional Job Description - Summer 2025

The Youth Development Professional plans, implements, supervises and evaluates youth activities provided in specific Boys & Girls Clubs program areas, such as Education & Career Development, The Arts, Sports Fitness & Recreation, Health & Life Skills, Character & Leadership, Development or Specialized Initiatives.

Youth Development Responsibilities

Supervision and Safety:

- Supervise youth at all times, ensuring their safety and well-being.
- Maintain a safe environment, implementing Boys & Girls Club of Joliet's policies and procedures.
- Follow all safety regulations and emergency procedures.
- Be aware of children's needs and maintain their physical, mental, social and emotional safety.

Activity Facilitation:

- Plan and lead a variety of engaging activities, including games, reading and math lessons, arts & crafts, sports and outdoor programs for program youth.
- Adapt activities to suit different ages and abilities
- Create a positive and inclusive atmosphere where youth can learn, grow, and have fun.
- Promote and stimulate program participation.
- Complete mandatory reports accurately and provide documentation to the supervisor as requested.
- Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the Club at all times. Track and assess outcomes through periodic activity reports.

Mentorship and Guidance:

- Provide positive role modeling and mentorship for youth
- Support youth's personal development and social skills
- Address any challenges or concerns with empathy and professionalism
- Deal effectively with members concerning behavior and discipline issues.

Teamwork and Collaboration:

- Collaborate with fellow program staff to create a cohesive and supportive environment.
- Participate in team meetings and training sessions.
- Create an environment that facilitates the achievement of Youth Development Outcomes
- Assist in maintaining inventories of all program equipment and supplies; ensure all related supplies and equipment are maintained and in good order. Clean program areas after each usage.

Communication:

- Communicate effectively with parents, staff, and other stakeholders.
- Provide updates and address any questions or concerns.
- Participate in special programs and events.
- Safely transport club students in organization vehicles or on field trips that require public transportation as needed, adhering to all vehicle and field trip policies and procedures

Requirements:

- High School Diploma; Associates Preferred. A minimum of 2 years of work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- 2 years experience working with school age youth (1st - 8th grades).
- Demonstrated ability in working with young people, parents and community leaders.
- Strong communication skills, both oral and written
- Proficient in Microsoft Office and Internet usage.
- Strong interpersonal and communication skills with demonstrated capacity to be a team player.
- Ability to deal effectively with members including discipline problem
- Ability to collect and interpret data.
- Ability to prepare weekly reports as required.
- Must have a valid driver's license with a clean driving record, dedicated to transporting youth participants to various programs and events.
- CPR and First Aid certification (may be obtained during training)

Work Schedule

- Seasonal Summer Position
- Work Hours: Monday - Fridays: 9:30 am - 3:30 pm
- Pay Rate: \$15.25
- Training Week: June 2 - June 6, 2025 (mandatory)
- Program Session: June 9 - August 7, 2025

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical requirements include some physical exertion such as lifting, stretching and bending in a school/Club setting and can include sitting and standing for long periods. Will include walking/guiding/escorting children to and from areas and field trips. Will require interaction with youth 6-18 and can be noisy at times.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please send your cover letter and resume to Chantel Gamboa; cgamboa@bgcjoliet.com