



Youth Development Professional – Academic Lead

Position Summary:

The Youth Development Professional – Academic Lead is responsible for planning, implementing, and evaluating educational programs that promote academic success for youth members. This role focuses on homework assistance, literacy development, STEM activities, and other enrichment opportunities while fostering a safe, engaging, and inclusive environment. The Academic Lead works closely with program staff to support the academic needs of all members and to align programs with organizational goals.

Key Responsibilities:

- Design, lead, and evaluate academic programs that support literacy, STEM, computer classes and homework help.
- Provide one-on-one and group academic support to youth in grades 1 - 8th.
- Collaborate with teachers, parents/guardians, and staff to track member progress and address learning needs.
- Develop engaging lesson plans and activities aligned with school standards and the Boys & Girls Club priority outcomes.
- Maintain accurate attendance and progress records for academic sessions.
- Support youth in setting academic goals and celebrating achievements.
- Train and mentor program staff and volunteers in delivering academic activities.
- Maintain an organized and resource-rich learning environment.
- Utilize basic knowledge of office products (Microsoft Word, Excel, Outlook, PowerPoint) for reporting and communication.
- Assist with special events, family engagement nights, and program showcases.

Youth Engagement

- Build meaningful relationships with youth while maintaining appropriate professional boundaries.
- Foster a culture of respect, inclusion, and youth voice in program planning and decision-making.
- Serve as a mentor and role model, promoting responsible behavior and life skills.

Community & Family Engagement

- Establish partnerships with schools, community agencies, and local businesses to support program goals.
- Communicate regularly with parents/guardians regarding teen progress, opportunities, and events.
- Represent the program at community meetings and outreach events.

Safety & Compliance

- Maintain a safe and positive program environment in compliance with organizational policies and child safety requirements.
- Address behavioral issues promptly using restorative practices and conflict resolution strategies.
- Maintain accurate program attendance, incident reports, and required documentation for grants and compliance.

Qualifications:

- High School diploma or equivalent required; some college or youth development certifications preferred.
- Minimum of 2 years of experience working directly with k - 8 youth, including at least 1 year in a supervisory or lead role
- Strong classroom/group management skills.
- Ability to create engaging, age-appropriate, and academically focused activities.
- Excellent communication and interpersonal skills.
- Experience with Microsoft Office Suite and basic office equipment.
- Valid driver's license and clean driving record required.
- Ability to pass background checks and other pre-employment screenings.

Work Environment:

- Indoor and occasional outdoor activities.
- May require some evening or weekend hours for special programs and events.
- Ability to lift up to 25 lbs.

Job Types: Part-time

Pay: \$16.75 - \$17.25 per hour

Work location: In Person

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