

The Boys & Girls Club of Joliet

Youth Development Professional Job Description

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:

- Create an environment that facilitates the achievement of Youth Development Outcomes – What Kids Need to Succeed
- Supervise members in the program area; ensure safety of members, positive values, positive and ethical behavior by providing quality programming and maintain the appearance of the Club at all times.
- Provide guidance to members and act as a role model.
- Deal effectively with members concerning behavior and discipline issues.
- Complete daily lesson plans and implement a range of programs and activities that are fun, creative, instructional, and that incorporate team-building skills.
- Establish positive relationships with children and their parents/guardians.
- Promote and stimulate program participation.
- Effectively implement and administer programs, services and activities for members as directed by program guidelines and expectations.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.
- Prepare activity reports as required.
- 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.
- Attend and participate in all staff meetings.
- Attend training events as scheduled.
- Maintain administrative duties through email and submit reports and attendance as required.
- May participate in special programs and/or events.

Requirements:

- High School Diploma preferred. A minimum of one year 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.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- 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.
- Ability to recruit, train, supervise, and motivate staff.
- Strong interpersonal and communication skills with demonstrated capacity to be a team player.
- Ability to deal effectively with members including discipline problem
- Working knowledge of budget preparation, control and management.
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- Ability to relate effectively with parents and community.
- Skills in fund-raising eve
- Demonstrated ability in working with young people, parents and community leader
- Ability to collect and interpret data.
- Ability to prepare weekly reports as required.

Work Schedule

- Temporary Part-time Seasonal Position
- Work Hours: Monday - Fridays: 9:00 am - 2 pm
- Pay Rate: \$15
- Training Week: June 3 - June 7, 2024
- Program start date: June 10 - August 9, 2024

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 Marco Reyes at mreyes@bgcjoliet.com