



Lead Teen Youth Development Professional Job Description

Position Summary

The Lead Teen Youth Development Professional is responsible for overseeing the daily operations and delivery of teen programs that promote academic success, leadership, character development, and healthy lifestyles for youth ages 13–18. This role provides direct program facilitation, supervises teen program staff, and ensures the creation of a safe, inclusive, and engaging environment that empowers teens to reach their full potential.

Essential Duties & Responsibilities

Program Leadership

- Plan, coordinate, and implement a variety of teen-centered programs aligned with the organization's mission and positive youth development principles (e.g., SMART Moves, CareerLaunch, Keystone Club, Diplomas to Degrees)
- Develop engaging local activities in areas such as college/career readiness, leadership, STEM, arts, athletics, health, and life skills.
- Facilitate youth-driven projects, lead and organize special events, service projects, and teen leadership opportunities.
- Evaluate program effectiveness and recommend improvements.
- Assist in program scheduling and tracking participation and outcomes.
- Provide guidance on Club policies, classroom management strategies, and trauma-informed practices.

Staff Supervision & Team Support

- Provide leadership and direction to Teen Youth Development Professionals, junior staff, and volunteers.
- Partner with other YDPs, often working alongside or being paired with them to help manage programming areas and group dynamics..

Youth Engagement

- Build meaningful relationships with teens 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 teens, including at least 1 year in a supervisory or lead role.
- Strong understanding of adolescent development and positive youth development practices.
- Excellent leadership, organization, and communication skills.
- Ability to motivate and inspire teens from diverse backgrounds.
- CPR/First Aid certification (or willingness to obtain).
- Must successfully pass a background check and meet child protection requirements.
- Must be 21 years of age or older due to supervision requirements, ages of members, and responsibilities related to transporting youth in Club vehicles.
- Must have a valid driver's license with a clean driving record, dedicated to transporting youth participants to various programs and events.

Work Schedule

- Flexible hours with availability for after-school, evenings, and occasional weekends.
- Summer hours may vary based on program needs.

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