

**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.

**Program Development and Implementation**

- Effectively implement and administer programs, services and activities for youth.
- Initiate new programs with the approval of the Site Director
- Prepare daily, weekly and monthly lesson plans.
- Completes mandatory reports accurately and provides 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.

**Youth Development Responsibilities**

- Create an environment that facilitates the achievement of Youth Development Outcomes
- 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.
- Establish positive relationships with children and their parents/guardians.
- Promote and stimulate program participation.
- 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.

- 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 1 - 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.
- 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.
- Knowledge of community social services organizations.
- 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.

### **Work Schedule**

- Part-time Position
- Work Hours: Monday - Fridays: 1 pm - 6:30 pm
- Pay Rate: \$15.25

### **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](mailto:cgamboa@bgcjoliet.com)