



**BOYS & GIRLS CLUB
OF THE MUSKEGON
LAKESHORE**

POSITION DESCRIPTION

TITLE: Youth Development Professional (YDP)

REPORTS TO: Coordinator

WAGES: \$9 Per Hour

STATUS: Non-Exempt

PRIMARY FUNCTION:

The Youth Development Professional (YDP) is a part time job and is responsible for:

- Assisting in planning, developing, implementing and evaluating programs, services and activities
- Contributing to a healthy and safe environment, ensuring that facilities, equipment and supplies are properly maintained
- Monitoring members while in Club facilities and ensuring their overall safety
- Contributing to programs, activities and services that prepare youth for success
- Helping to create a Club environment that facilitates the achievement of desirable youth development outcomes
- Fulfilling responsibilities for the Boys and Girls Clubs of the Muskegon Lakeshore on or off-site.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Contribute to programs, activities and services that are essential to preparing youth members for success through organizational awareness, systemic and innovative thinking
2. Contribute to positive youth development through relationship building, providing recognition, influencing, coaching by example and servant leadership, providing members with feedback, listening and fostering organizational wellness
3. Ability to supervise and implement quality programs for youth and to organize and supervise members in a safe environment
4. Monitor programs, services and activities to ensure safety of members, quality in programs and positive appearance of the Club at all times
5. Serve as a mentor and life-skills teacher to all members at all times

Technology

6. Update and maintain Club and School equipment

Strategic Planning

7. Contribute to the implementation and administration of programs, services and activities for drop-in members and visitors, and for specific program attendees
8. Create a Club environment that facilitates the achievement of Youth Development outcomes
9. Able to communicate an understanding of the Boys & Girls Club movement's core characteristics and its unique culture

Resource Management

10. Ensure that facilities, equipment and supplies are properly maintained
11. Ensure a healthy and safe environment by acting to ensure safety and environmental policies and regulatory requirements are met
12. Implement and evaluate programs, services and activities
13. Demonstrate a commitment to excellence and teaching by example by doing one's best and encouraging others to do their best
14. Assess one's own strengths and development needs and taking action to improve one's capacity to perform tasks, achieve higher levels of responsibility and better serve the needs of customers
15. Demonstrates an understanding of group dynamics

Partnership Development

16. Work with others to accomplish Team objectives

Marketing and Public Relations

17. Develop positive partnerships with supervisors, members, parents, and families

ADDITIONAL RESPONSIBILITIES:

Advisory

1. Work with staff on special events to carry out programs in all departments
2. Advise professional staff of needed supplies and equipment
3. Participate in special Club programs and events and represent the Club through community involvements
4. Exercise leadership in handling problems relating to members
5. Utilize guidance and discipline plan

Duties

6. Perform all other duties that may be necessary to carry out the purpose of the organization.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has regular contact with members as needed to advise, train and counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma/GED required or being pursued
- Prior experience working with children preferred in either a paid or volunteer capacity, including but not limited to mentoring, tutoring, coaching, and teaching
- Communication skills – good written and oral communication skills and the ability to relate to the public and those within the Club
- Decision making skills – good judgment, systemic thinking, problem solving, performance organization and time management. Identify common elements, themes and risks in situations and actions
- Provide direct supervision to members
- Planning skills – monitoring, organizational planning, ability to plan and implement quality programs for youth and to organize and supervise members in a safe environment

- Relationship skills – strong customer service, strict confidentiality, ability to build relationships, maintain confidentiality, use meaningful measurements to satisfy customer needs and be a positive team player

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent / **Date**

Approved by: _____
Supervisor / **Date**

Approved by: _____
CPO / **Date**