



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

POSITION DESCRIPTION

Title: Youth Development Professional (YDP)

Reports to: Club Director

Wage: \$9.00-\$11.00 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):

Prepare Youth for Success

- Contribute to programs, activities and services that are essential to preparing youth members for success through organizational awareness, systemic and innovative thinking
- 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
- Ability to supervise and implement quality programs for youth and to organize and supervise members in a safe environment
- Monitor programs, services and activities to ensure safety of members, quality in programs and positive appearance of the Club at all times
- Serve as a mentor and life-skills teacher to all members at all times
- Contribute to the implementation and administration of programs, services and activities for drop-in members and visitors, and for specific program attendees
- Create a Club environment that facilitates the achievement of Youth Development outcomes
- Able to communicate an understanding of the Boys & Girls Club movement's core characteristics and its unique culture

Program Development & Implementation

- Ensure that facilities, equipment and supplies are properly maintained
- Ensure a healthy and safe environment by acting to ensure safety and environmental policies and regulatory requirements are met
- Implement and evaluate programs, services and activities

