



## Youth Development Professional

**Supervisor:** Unit Director

**Position Overview:** Under the Direction of the Unit Director the Youth Development Professional (YDP) is responsible for the implementation of our academic, healthy lifestyles, and leadership programs for Club members ages 6-18. They work daily to develop meaningful mentoring relationships with members, families and volunteers. The YDP's provide programs through active participation with Club members to help them make appropriate choices about their educational, personal, physical, social, emotional, and vocational needs.

**FLSA STATUS:** Non-Exempt, up to 28 hours per week with potential for additional hours in the summer; Hourly pay rate starts at \$15.50 per hour and may increase based on education and experience.

### KEY RESPONSIBILITIES:

- Classroom management (group of approximately 12-20 Club kids depending on location).
- Proper record keeping and reporting including member attendance by program, incident & injury reports, and daily programs
- Facilitate grant-funded programs
- Provide homework assistance, academic mentoring, and support in the kitchen and gymnasium.
- Develop/adapt lesson plans for delivering programs
- Actively communicate with other staff to ensure safety within the club environment
- Maintain accurate data collection to be used for grant reporting
- Maintain a positive, safe, productive Club environment
- Contribute to ensuring the facilities, equipment, and supplies are maintained
- Maintain confidentiality of members, employees, and Club information
- Participate in supporting special events and fieldtrips as needed
- Attend periodic trainings and professional development opportunities
- Assume other duties as assigned

### COMPETENCIES:

- Demonstrated verbal and written communication skills
- Sound problem solving and decision-making skills
- Ability to manage multiple projects simultaneously
- Classroom management skills and child supervision
- An understanding of the Clubs mission and values
- Ability to carry out instructions and procedures with minimal supervision
- Must be flexible and able to adapt to change in the work place
- Ability to participate in typical indoor and outdoor member games, activities, and sports

**OTHER:**

- Some weekends and evenings with advance notice
- Reliable transportation, valid driver's license, and automobile insurance
- Background check and employment eligibility verification
- Able to lift and carry 25-50 lbs and stand for extended periods of time
- Assist with member transportation as needed using provided Club vehicles
- Must be at least 17 years old to apply
- High school diploma or another equivalency

The information presented indicates the general nature/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 and responsibilities required of employees assigned to this job.

Boys & Girls Clubs of St. Charles County is an Equal Opportunity Employer.