

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF MARION COUNTY

Position Description Details

Title: Youth Development Professional (YDP)

Supervisor: Program Director, Executive Director

Position Overview: Under the direction of the Program Director and in accordance with the goals and objectives of the Boys & Girls Club of Marion County, the YDP is responsible for the implementation of our programs. The YDP implements a comprehensive program plan that nurtures the potential of Club members. The individual will role model our core values of honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, volunteers, program participants and others.

Position Requirements:

1. Prior experience implementing programs that nurture the potential of youth and managing others is preferred.
2. Must be able to pass a background check.
3. Must be able to take and pass a drug/alcohol test and comply with a “Drug Free” policy, including random tests.
4. Must provide a valid driver’s license and employment eligibility verification information in accordance with the I-9 form such as Social Security Card.
5. Ability to earn mandatory CPR/ First Aid and Child Abuse certifications. Certifications are required, but may be obtained within 90 days of hire.
6. Must be flexible and able to adapt to change in the work place.
7. Reliable transportation to and from work, to program locations, and for activities such as meetings, classes, and workshops in and out of the area.
8. An understanding of the Club’s mission and values.
9. Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
10. Ability to understand and carry out instruction and procedures with minimal supervision.
11. Ability to communicate effectively and exhibit excellent relationship building skills with all levels of employees and management, both orally and in writing using correct English.

Physical Requirements:

1. Possess ability to adapt to inclement weather conditions and/or situations.
2. Possess ability to move easily across a variety of indoor and outdoor surfaces;
3. Possess ability to participate in typical indoor and outdoor member games and sports; watch and listen to the activities of a group of children.
4. Possess ability to bend and lift up to 50 pounds.

Key Roles (Essential Job Responsibilities):

The essential function or duties are provided for illustration only and may include other reasonable tasks as assigned for the good of the Club.

1. Enable all young people, especially those that need us the most, to reach their full potential as productive, caring, responsible citizens.
2. Arrive for scheduled work day on time and be in the assigned room when scheduled.
3. Ensures that personal timesheet is completed accurately and timely.
4. No personal use of cell phone while signed in.
5. Maintains a professional appearance and conducts business using excellent customer service skills.
6. Participate in the daily operations in assigned areas.
7. Assist Senior YDP as necessary to ensure successful outcome of the Club's operations and mission.
8. Contribute in implementing and carrying out daily programs and activities using Formula for Impact adopted by the BGCA to enhance the potential for developing a sense of competence, belonging, usefulness and influence.
9. Contribute to creating a positive Club environment that facilitates the achievement of youth development outcomes.
 - a. Academic Success
 - b. Good Character & Citizenship
 - c. Health Lifestyles
10. Manage conflict, problems and emergencies, analyze situation, grasp problem and draw reliable conclusion taking appropriate action without waiting for direction.
11. Provide member guidance and mentoring through active participation with members to help them fulfill and make appropriate choices about their educational, personal, physical, social, emotional, vocational and spiritual needs.
12. Contribute to ensuring a healthy and safe environment of members. Position yourself in program area to continually monitor and supervise the safety and behavior of members. Ensure equipment is in good condition and members are instructed in proper and safe use of equipment.
13. Contribute to ensuring that facilities, equipment and supplies are maintained.
14. Acts as a role model by their actions in both their professional and private life.
15. Direct Volunteers within assigned program area.
16. Maintain confidentiality of members, employees, donors/supporters and Club information.
17. Oversee proper record keeping and reporting including: incident reports, etc...
18. Reports any suspected abuse to the Program Director and Children Services.
19. Attend meetings, trainings and workshops as required or necessary. Make a positive contribution to team meetings.
20. Adheres to all policies and procedures.
21. Assume other duties as assigned.

This job description is subject to change as the needs of the Boys & Girls Club of Marion County change.

Equal Opportunity Employer

Signature _____ Date _____