



**BOYS & GIRLS CLUBS
OF ADA COUNTY**

POSITION DESCRIPTION

TITLE: Youth Development Professional (YDP) (Regular Part-Time, Wage Employee)

DEPARTMENT: Programs, All Ada County Club Locations

REPORTS TO: Program Director

COMPENSATION: (Starting) \$14.00-15.00 DOE, Partial benefits after six-month employment

HOURS: 20+ Hours /Week

PRIMARY FUNCTION:

Ensure the safety of youth. Plan and organize daily activities and programs. Help Club members to make new friends and provide opportunities for fun and constructive use of their time after school and during the summer months. Keep equipment, facilities, and grounds clean and attractive. Be a positive role model!

KEY ROLES (Essential Job Responsibilities):

Member Safety and Supervision

1. Set expectations for all members in fairness and in alignment with Club policies and procedures.
2. Hold members accountable for behavior choices while giving them tools to make better choices.
3. Manage the safe and efficient transition of members between activities.

Membership Relationship Building

4. Build positive relationships with all members.
5. Communicate and model the club values of discovery, service, and wellness.
6. Provide ongoing guidance and mentoring to members when appropriate.
7. Utilize a positive attitude daily to ensure the Club is a safe, positive environment.

Structured Youth Engagement

8. Plan and lead daily activities and weekly programs.
9. Develop strategies for providing youth with new skills.
10. Create impromptu / casual opportunities for fun and enjoyment.

Cleaning and Facility Maintenance

11. Accomplish assigned daily cleaning tasks

12. Manage program areas in a manner that holds youth accountable for club cleanliness.
13. Work with your team to ensure that all areas of the work setting are repaired and clean.

ADDITIONAL RESPONSIBILITIES:

1. May fill in for other Club positions in their absence:
2. May drive Club vehicles to transport youth to/from special events pending approval.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club members, Club staff (professional and volunteer), Club parents, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact with Program Director as needed to foster community relations.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of one year of prior work experience in a formal work setting.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- A positive attitude, integrity, and interest in helping youth become successful adults.
- Willingness to obtain CPR and First Aid Certifications (provided).
- One year of work experience in a Boys or Girls Club or similar organization planning and implementing activities based on the developmental needs of young people is preferred.

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, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.