



**BOYS & GIRLS CLUBS
OF WESTERN NEVADA**

Job Description And Performance Standards

TITLE: YOUTH DEVELOPMENT PROFESSIONAL

**PERFORMANCE
PROFILE SOURCE: YOUTH DEVELOPEMT PROFESSIONAL**

DEPARTMENT: PROGRAMS

REPORTS TO: PROGRAM DIRECTOR

 Exempt X Non-Exempt

SALARY: \$11-\$12/hour

PRIMARY FUNCTIONS:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, STEM, Social Recreation, Arts & Crafts and Physical Education.

KEY ROLES (Essential Job Responsibilities):

1. Create an environment that facilitates the achievement of Youth Development outcomes.
2. Promote programs throughout the Club and encourage participation in scheduled activities.
3. Provide positive role modeling to members.
4. Provide guidance and discipline to members.
5. Implement and administer programs and services and activities for all members, in assigned service areas.
6. Ensure safety of members at all times.

7. Will participate in all special events as scheduled.
8. May be required to drive a Club Van (only if you are over 21 years of age).
9. Attend staff meetings as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct, and advise/counsel.

External: Maintains contact with member's parents and others to assist in resolving problems.

EDUCATION EXPERIENCE:

High school graduate and minimum 18 years of age.

Experience in working with children

Ability to motivate youth and manage behavior problems.

Ability to deal with the general public.

Ability to implement programs for youth.

Ability to organize and supervise members in a safe environment.

Must be able to possess certification in CPR and First Aid.

PHYSICAL REQUIREMENTS:

Sitting	Very frequent. Surfaces include chairs, benches, wood, metal, and concrete.
Speaking	Very frequent. Speaks in conversational tones in person and on telephone. Has ability to project voice in noisy and/or large areas.
Hearing	Hears normal conversations as well as out of ordinary noises.
Vision	Able to visually supervise groups of children. Able to read written materials.
Walking	Very frequent. Walking surfaces include carpet, tile, wood, asphalt, grass, dirt, and concrete.
Lifting	Frequent. Up to 50 lbs. Storing items, moving tables, chairs and other equipment.
Stooping/Climbing	Frequent. In and out of vehicles, up and down stairs, up and down ladders and scaffolding.
Running	During program activities, field trips, and special events.

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 objective required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Executive Officer Date