

BOYS & GIRLS CLUBS OF CENTRAL MN

Position Description

Job Title:	Youth Development Staff
Department:	Program
Reports To:	Program Manager or Unit Director
FLSA Status:	Non-Exempt

JOB DESCRIPTION SUMMARY

Plan and lead a variety of activities within a specific program area, such as Academic Success, Social Recreation, Arts & Crafts, Outdoor/Environment and Physical Education.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Creates an environment that facilitates the achievement of positive youth development:
 - Promotes and stimulate program participation;
 - Provides guidance and role modeling to members.
 - Focus on maintaining a safe, positive atmosphere for all youth.
 - Exhibits a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children.
2. Effectively plan and lead programs, services and a variety of activities for members.
3. Participates as an active, positive team member with supervisor, other staff, volunteers and members at all times by communicating effectively.
4. Completes program planners in a timely manner including new, fun and inviting program ideas for the designated area(s).
5. Be aware of safety procedures for fire, tornado, lock down, etc.
6. Ensures a productive work environment by participating in staff meetings.
7. Plans and leads special programs and/or events at site.
8. Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to relate well with children in Boys & Girls Club/KIDSTOP group environment.
2. Ability to be flexible, adaptable and mobile when supervising groups of children.
3. Is aware of Boys & Girls Club/KIDSTOP policies and will abide by them.
4. Ability to plan and implement quality programs for youth.
5. Effectively communicate with staff and with children of all ages.

EDUCATION, WORK EXPERIENCE

Experience

Must be 16 years of age; one to three months of experience working with children preferred

FUNDAMENTAL RELATIONSHIPS

Maintains close, daily contact with Club members and supervisor to receive/provide information, discuss issues and explain guidelines/ instructions. Maintains positive relations with school personnel the general public and member families at all times.

PHYSICAL REQUIREMENTS

Visual:

Normal acuity required daily for making color distinction, depth of sight, 2 hours

Communication:

Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 3 hours per day

Movement:

Ability to maneuver within work site 4-5 hours per day

Lifting/Pulling/Pushing/Carrying:

Able to comfortably move and manipulate up to 25 lbs of weight up to 4 hours per day

Finger Dexterity:

Have hand movement and finger dexterity to operate office equipment such as computer, fax, phone, copier up to 1 hour a day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date