

United Boys & Girls Club of Santa Barbara County
Job Description



Position Title: Youth Development Specialist
Status: Non-Exempt Part Time Position
Reports to: Assistant Club Director & Club Director
Location: All Club Locations
Pay Scale: \$10-\$13 per hour

Primary Function:

Plans, implements, supervises, and evaluations programs in 5 core areas including; education, arts, recreation, athletics, and technology. Develops and fosters healthy relationships, with all youth, in assigned shared space.

Key Job Responsibilities:

- *Programming*
 - Ensure programs and activities meet member's needs, including safety, enrichment, and quality.
 - Plan, organize, and implement a range of activities for youth daily.
 - Complete weekly program sheets and calendars as requested.
 - Initiate new and creative program ideas, promoting and stimulating program participation.
 - Identify new opportunities for programs to capture needs and interests of members.
 - Monitor and evaluate programs against target goals, using pre and post testing if available.
- *Leadership*
 - Ensure a healthy and safe environment for youth.
 - Train and monitor assigned volunteers providing feedback and growth opportunities as needed.
 - Engage parents regarding opportunities and expectations of youth, as well as General Club participation.
 - Engage and encourage youth to bring friends to programming and Club activities.
- *Club Facilities & Supplies*
 - Manage facilities and ensure a productive environment, maintain an inventory of all program equipment.
 - Maintain cleanliness and order of assigned program area.
 - Request various equipment and supplies as needed from Supervisor.
- *Other Duties*
 - Participate in weekly staff meetings and monthly United staff trainings.
 - Work with staff on special events and facilitate programs in other departments as needed.
 - Other various duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Two years working with youth.
- Demonstrated ability in working with youth.
- Ability to deal effectively with members including discipline problems.
- Intermediate computer skills required.

Reviews held annually.

2015

- Ability to meet deadlines.
- Bi-Lingual preferred.

Physical Qualifications:

- Must be able to lift up to 20lbs.
- Ability to walk and stand for long periods of time.
- Ability to work outdoor weather conditions.

X

Employee

X

Director