



Job Description

Status: Part Time / Non-Exempt
Pay Range: \$15.00
Days: Monday-Saturdays
Hours: <28 hrs per week or less as needed
Benefits: N/A
Minimum must be available during school year
Mon, Tues, Wed, Thur, Fri from 7:30am – 6:00pm
Plus the occasional Saturday and evening shift

Position Title: **Youth Development Specialist**
Department: All Sites
Reports to: Club Director, Asst. Club Director

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:

- Ensures programs and activities meet member’s needs, including safety, enrichment, and quality
- Plan, organize, and implement a range of activities for youth daily
- Initiate new and creative program ideas, promoting and stimulating program participation
- Identify new opportunities for programs to capture needs and interests of member.
- Monitor and evaluate programs against target goals, using pre and post testing if available
- 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.
- 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
- Participate in weekly staff meetings and monthly United Boys & Girls Clubs 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
- AA degree preferred, but not required
- Passion to work with youth of various ages
- Ability to deal effectively with members, including discipline problems
- Adaptability and flexibility to changes in work environment
- Cleared background check and drug screen

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Supervisor Signature

Date

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.