



BOYS & GIRLS CLUBS
OF WEBER-DAVIS

POSITION TITLE	Youth Development Professional (YDP)	GRADE	2 (\$13)
JOB CODE	Operations	TYPE	Part Time
REPORTS TO	Site Coordinator	CLASSIFICATION	Non-Exempt

ENTRY LEVEL REQUIREMENTS:

Education Requirements:

At least 18 years of age (21 for teen programs) with a high school degree or equivalent and some college.

Previous Work Experience: Requires 1-3 years previous experience in child development, elementary education, recreation working with teens/youth or related fields. Experience with supervision and curriculum development.

Certification Requirements: CPR, First Aid, AED certifications and Child Abuse Prevention and Food Handlers training within 30 days of hire date. Must be able to pass a background check.

Computer Proficiencies: Google Platform (Gmail, Calendar, Google Docs), internet, basic typing skills.

Preferred Qualification:

- High school graduate or GED with 2 Years of college (preferred)
- 1 Year minimum experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Established communication skills, both oral and written
- Knowledge of group dynamics and age-appropriate activities for school-age children.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
- Good computer literacy with multiple computer applications (Monthly calendars/flyers, etc.)
- Valid Utah Drivers' License

GENERAL FUNCTION

Under the Guidance of the Site Coordinator, the Youth Development Professional (YDP) plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special Education, Social Recreation, the Arts, Physical Education, Health & Life Skills, and Technology. The general responsibilities include but are not limited to the following:

- Implement the day-to-day program activities in accordance with established standards, goals, agendas, and lesson plans.
- Ensure that members are encouraged to participate in programs and receive instruction and constructive feedback.
- Demonstrate leadership to assure conduct, safety, and development of members.
- Maintain positive internal and external relationships.

- Mentor youth to achieve success.
- Provide direct supervision over an assigned group of youth.
- Report all safety, incident, and worker's compensation issues within 24-hours to Assistant Site Director or Site Director and with appropriate documentation.

CORE COMPETENCIES

Values & Mission

- Understands and supports the mission of BGCWD; displays the BGCWD values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to BGCWD; conveys enthusiasm for BGCWD and his/her work.
- Uses effective personal behaviors/communicates effectively by treating everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
- Reinforces BGCWD's values within the organizational and the community.

Relationships

- Casual, Connected, Committed: Understands and embraces the role of volunteers; helps participants and participants make connections to others and to BGCWD; practices effective relationship building techniques; supports the role of fund-raising in achieving the BGCWD mission.
- Provides a Quality Experience for Everyone: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
- Builds and nurtures strategic relationships to enhance support for BGCWD.

Quality Results - Safety, Policies & Procedures

- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.
- Continuously maintains a safe working environment for self and others. Views safety as a guiding principle for making business decisions.
- Complies with all BGCWD policies and procedures including but not limited to hiring paperwork, training and certification requirements, and information outlined in the BGCWD employee handbook as they apply to the position you hold within the Association.
- Assigns clear accountability and ensures continuous improvement.

PRINCIPAL ACTIVITIES

Program Communication

- Discuss job responsibilities with Site Coordinator.
- Communicate to Site Coordinator immediately regarding issues concerning school, sickness, time off requests, job duties, not feeling equal, and complaints.
- Communicate program needs and concerns with other staff to Site Coordinator.
- Communicate to the Program Manager if concerns are not being handled by Site Coordinator.

- Meet with classroom teachers (when needed) concerning youth in the program with permission from Site Coordinator.

Program Management (Supervision & Leadership)

- Display and honor the BGCWD values at all times.
- Work at your sites according to your schedule with a positive attitude. Site times may vary depending on the site.
- Assist in organizing and keeping site neat and clean each day (clean tables and everything put away in its exact place).
- Know every program participant and parent by name.
- Assist in establishing behavioral and participation rules.
- Make sure all participants understand the program expectations including BGCWD rules and BGCWD values.
- Help develop an incentive program to encourage program participant's positive behavior.
- Handle discipline problems in a constructive manner as instructed. Report all matters to the Site Coordinator and record in the site behavior "log book".
- Manage daily groups in completing activities, preparing and implementing curriculum and tracking homework assignments.
- Keep the youth in proper program spaces and control youth from going into other parts of the building where they should not be.
- Remain with the youth at all times. Youth should not be left alone without a paid staff present.
- Ensure that program participants are taking part in activities and having fun.

Program Planning

- Manage time to prepare club planners, lessons, and curriculum during work time.
- Attend weekly planning preparation meetings.
- Complete assignments given in a timely manner.
- Turn in lesson plans ahead of time.
- Help plan and fill out daily activity posters / schedules.
- Assist in planning family nights.

Reporting (Paperwork)

- Clock in and clock out using the electronic time clock on a daily basis. Site Coordinators will double check time sheets for their particular site.
- Maintain detailed lesson plans and rosters for every activity. Lesson plans and rosters must be kept in the activity logbook, and turned into the Site Coordinator weekly.

Safety & Liability

- Report to work on time every time you are scheduled to work.
- Supervise all participants at all times. Students should never be left alone without a paid staff present.
- Keep site organized, clean, neat, and everything in its place each day (i.e. clean tables, supplies put away, and materials in its designated place).
- Ensure the program's activities are safe for all participants.
- Write proper documentation in reporting incidents and accidents and turn into the Site Coordinator.
- Wear a staff shirt and a BGCWD name badge with a photo. Name badges and staff shirts must be worn at all times within the facility, school or with the kids, including field trips.
- Ensure that all authorized parents or guardians sign their child in before school and sign out at the end of the after school program. All participants need to sign in to attend the after-school program.
- Participants who are authorized to walk home should leave no earlier than program end-time

WORKING CONDITIONS:

- Ability to walk, stand, and sit (including on the floor) for long periods of time.

- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

NOTE:

The statements herein are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may be required to perform other duties as assigned. In addition to the above, all BGCWD employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area and practice good safety habits.

I understand and agree to adhere to the responsibilities outlined in this job description.

Employee Signature	Date
--------------------	------