



BOYS & GIRLS CLUBS
OF SPOKANE COUNTY

Title: Youth Development Professional
Supervisor: Clubhouse Director
Status: Hourly, Non-Exempt employee
Hours: 3 to 8 hours a day, shift dependent on Clubhouse needs
Department: Clubhouse Programs
Salary: \$16.28 per hour
How to apply: Please email application, cover letter and resume to our Programs Manager, Marcy Mastel mmastel@bgcspokane.org

Job Summary:

A Youth Development Professional's primary responsibilities involve providing a positive place for member interaction while developing and maintaining positive relationships with Club members. Youth Development Professionals implement and supervise activities provided by supervisors within an assigned youth and/or program area. Based on experience and qualifications, YDPs will lead programs in targeted areas such as health and fitness, Arts and Crafts, STEM, performing arts, and education support including college and career readiness, teen programming.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Experience in working with children.
- Commitment to be part of an environment that encourages member interaction and engagement, recognizes youth for their accomplishment, and promotes relationships through the facilitation of recreational and educational programs.
- Minimum age of 18.

Desired Qualifications:

- Certification in First Aid/CPR.
- Food Handlers Permit.
- Boys & Girls Club knowledge/experience.
- Experience in one or more of the Club program targeted areas: health and fitness, arts and crafts, STEM, performing arts, education support including college and career readiness, teen programming.

Required Skills/Knowledge:

- Support the mission and goals of the Boys & Girls Clubs of Spokane County.
- Serve as a positive adult role model in behavior and attitude.
- Ability to motivate youth and use positive behavior management techniques.
- Ability to be flexible and adaptable.
- Ability to understand and apply directions quickly.
- Ability to communicate clearly and professionally with participants, parents/guardians, staff and vendors as needed.
- Understand the developmental need of youth.
- Ability to work with regular exposure to environmental conditions

Expires 12/31/24



Essential Duties:

- Implement and assist in programs designed for youth.
- Maintain positive, friendly and professional interactions with Club employees and cooperating organizations.
- Accompany and supervise members on excursions as assigned.
- Assist with daily set-up and clean-up.
- Participate in scheduled staff trainings and meetings.
- Adhere to Clubhouse safety guidelines to ensure the health and safety of members and staff.
- Assist members in an emergency.
- Assist in completing reports needed.
- Participate in special programs and/or events when assigned.
- Serve as a mentor to youth.
- Additional duties as assigned.

Physical Aspects of the Position:

- The mobility to stand, stoop, able to lift at least 20 pounds, reach and bend, climbing of stairs, hand dexterity to grab small objects.
- Endurance to maintain consistent and effective supervision of members with enthusiasm.
- May be required to stand for long periods of time.

Working Conditions:

A Youth Development Professional shall spend time at his/her assigned Clubhouse with responsibilities for an assigned youth and or area in order to provide, guidance, programs, and activities for Club members. Working hours may vary depending on activities and events. Generally during the school year, most Club hours will be weekdays 3:00-7:00 p.m. During the summer, Club hours will be weekdays between 7:00 a.m.-6:00 p.m.

Disclaimer:

The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Rather, they are intended only to describe the general nature of the job.

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

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____