



BOYS & GIRLS CLUB
OF LAWRENCE COUNTY

Mitchell Site - Youth Development Professional (YDP)

Job Details:

Pay: \$12 - \$18 an hour

Job Type: Part-time, 15-18 hours per week

Benefits: 401(k)

Work Location: Lawrence County

Work Remotely: No

Qualifications:

- Childcare: 1 year (Preferred)
- First Aid Certification (Preferred)
- CPR Certification (Preferred)

Full Job Description:

General Responsibilities

To support the multi-faceted afterschool youth programming through positive, engaging interactions with members and their families. Contribute to the planning and implementation of all activities and events central to the core program areas. Develop positive rapport, respect, and effectively guide groups of K-12 children in a dynamic, fast-paced environment. Collaborate with fellow staff, community volunteers, interns, donors, and member families to help produce and sustain an educationally motivating, safe and secure environment for all stakeholders.

Essential Tasks

Work with Site and/or Unit Director and fellow staff to plan, organize, and implement Club curriculum, programs, and activity schedules, including small group, large group, individual, and community-based activities. Sustain dedicated presence on site during all hours of operation. Consistency and reliability are keys to success in this direct- service role.

- Support the Site and/or Unit Director in the planning and implementation of holistic programming for members in a fast-paced, energetic environment.
- Facilitate program development that addresses the needs, interests, and characteristics of all members.
- Manage program development that utilizes effective youth development strategies.
- Implement the Club's safety, guidance, and discipline policies consistently and

compassionately.

- Participate in and contribute to staff meetings, trainings, and planning sessions as scheduled.
- Participate in the maintenance of a clean, safe, positive environment conducive to youth development.
- Participate in required reporting, documenting, and other administrative functions relative to youth development and program management.
- Interface in a professional and positive manner with Club member's families/parents, college student and community volunteers, fellow/float staff, and school officials.
- Role model appropriate behavior with respect to attire, boundaries, communication, and social conduct/networking.
- Respond in an appropriate and timely fashion to all written and electronic requests for information.

Knowledge, Skills and Qualifications

High School graduate or equivalent preferred. CPR certification is preferred. Experience working with youth, including recreation, coaching, training, tutoring, or teaching. Knowledge of physical, social recreational games, coaching or tutoring methods. Ability and willingness to consistently engage youth in all activities. Knowledge of basic Microsoft office, web- and non-web- based computer applications.

Must be physically and mentally able to perform essential functions, possess sufficient physical strength and energies required to effectively engage in activities with children, and support and sustain the physical environment.

- Ability to move, walk, run, bend, reach, stoop in the delivery of member care.
- Ability to frequently lift, carry, push, and pull up to 20 lbs.
- Ability to frequently handle gross and fine manipulations such as grasping, twisting of small objects.
- Ability to handle hazardous/infectious waste; work where chemicals are used for cleaning; work where mechanical and electrical hazards, and where environmental dust, mist, steam are occasionally present.
- Ability to operate a vehicle in a safe manner.
- Ability to accurately read and complete documentation; assist children in written/other activities.
- Ability to work in a rapid paced environment where noise and stress levels may be high.
- Ability to interface professionally with a diverse group of persons.