



J O B D E S C R I P T I O N

POSITION: Youth Development Staff

WAGE: \$13-\$15

SUPERVISOR: Program Director

BENEFITS: NA

EMPLOYMENT: Non-Exempt

Job Summary: Under the general supervision of the Program Director, the Youth Development Staff (YDS) is responsible for the safety and supervision of all Club members. Must be cooperative, friendly and create a safe and harmonious environment. Plan, implement, supervise, and evaluate club activities for designated age group of youth. Support the Club's mission; *to inspire all young people especially those who need us most to reach their full potential as caring, productive and responsible citizens.*

Key Responsibilities:

1. SAFETY First, Supervise, ENGAGE, develop, FUN activities.

- A. Maintain the upkeep, safety, security and appearance of the Club;
- B. Complete necessary paperwork to track programs and member participation;
- C. Coordinate & implement spontaneous recreational activities;
- D. Facilitate academic enrichment (e.g. Power Hour, HYL A and STEM/STEAM);
- E. Facilitate required Teen REACH programs & Activities
- F. Case Management; Track/Monitor Teen REACH participants
- G. Maintain upkeep of all recreation equipment and supplies. Report supplies needed for facility and programs as needed to supervisor;
- H. Provide quality customer service by meeting and greeting members, visitors, and outside groups who enter the facility. Be prepared to provide guided tours and answer questions;
- I. Work with colleagues to ensure safety and success of the overall program;
- J. Provide guidance and role modeling to all members

2. Promotes and stimulates interest in Club activities and events.

- A. Motivate and guide youth with daily Club programs and activities;
- B. Engage and provide hands on leadership/guidance to youth;
- C. Promote, celebrate and display youth accomplishments

Other Duties:

- 1. Abide by the Boys & Girls Club of Alton Policies & Procedures;
- 2. Regularly attend scheduled staff meetings!
- 3. Wear appropriate and designated staff uniform while working.
- 4. Perform other duties as assigned by Program Director.

Requirements:

- 1. Minimum of high school diploma

2. Experience working with youth, and knowledge of Youth Development
3. Ability to motivate youth and manage behavior issues
4. ONBOARDING- Mandatory online trainings (must take place at the club) prior to working on floor
5. First Aid & CPR certified;
6. Mandated Reporting training
7. Criminal background check;
8. Trauma Informed Practices

Physical Requirements and Working Conditions:

1. Require the mobility to stand, stoop, reach and bend;
2. Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
3. May require to ability to stand for long periods;
4. May require the ability to walk long distances;
5. Required to attend evening/ or Saturday meetings.
6. Required to work days and or evenings.
7. Ability to lift a minimum of 25 lbs.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, not to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Printed Full Name: _____

Signed By:

Employee Date

Approved By:

Director Date