



**BOYS & GIRLS CLUB
OF MASSENA**

Job Description for Youth Development Professional Position

Summary: The program staff will provide programs and services on a daily basis to youth enrolled in programs, and to understand and implement the Mission of The Boys & Girls Club of Massena. In our Club there are areas that you as a potential staff person need to make sure we are developing. These areas are: Character and Leadership Development, Education and Career Development, Health and Life Skills, Arts and Sports Fitness, and Recreation.

Wage: Starting at \$11.10/Hour

PT Hours: School Days, 3:00 to 6:00, additional hours may be available on Fridays & weekends.

Program Staff Qualifications Requirements: Knowledge: Demonstrate knowledge of principles related to youth development, ability to plan effectively, group leadership skills, including an understanding of group dynamics and discipline and understanding of the population of youth served.

Skills Needed: Communicate, listen and understand the children. Provide them with correct and timely information and feedback when requested. Decision Making, staff will identify problems, see the directors, then deal with the issues that are implemented with the director and then take a course of action. Leadership – Be a Role Model for Co-Workers, Volunteers and especially members. Enhance and encourage the members to strive to meet their goals. Personal Initiative to work and to achieve higher levels of responsibility to better serve the youth in all programs. Planning & organizing by coming in and working on special days to accomplish the task & goals needed to implement the programs and activities for our youth such as: Youth of the Year Award, Youth of the Month Award, Talent Day, guest speaker, Club Store and Arts & Crafts activities. Safety, Health & Environment - Making sure that the members know the safety rules of the Club are understood and met.

Other Requirements: *Must be able to pass a criminal background check. *Must attend all staff meetings. *Responsible for making sure that all activities that you are in charge of from the beginning to the end. *Be able to function for more than 2 hours on your feet. *Be able to maintain high level of energy. *Be adaptable and flexible to change. *Be CPR and First Aid certified (the Boys & Girls Club can arrange for this). *Assume other responsibilities as assigned by supervisor, if something is happening with a parent or a child come to Directors.

Please Send Resume to Director@bgcmassena.org or Call Zachary at (315) 212-3910