



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

POSITION:	Lead, Youth Development Professional	WAGE:	\$11.10-\$13
HOURS:	20-25hrs. a week, Mon-Fri, non-exempt	SUPERVISOR:	Program Assistant
BENEFITS:	Statutory	EMPLOYMENT:	At-will/Seasonal/Variable Hour

Job Summary: Under the general supervision of the Director and Program Assistant, the Lead Youth Development Professional (YDP) is responsible for the safety and supervision of all Club members. Must be cooperative, friendly and create a safe and harmonious environment. Support with implementation of programs within the Formula for Impact and five core program areas (Character Development & Leadership Development, Education & Career Development, The Arts, Health & Life Skills, and Sports, Fitness & Recreation). Abide by and support the Club mission, to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

Key Responsibilities:

1. Supervise, develop and implement programs.

- A. Maintain the upkeep, safety, security and appearance of the Club;
- B. Maintain all required paperwork to track programs and member participation;
- C. Coordinate & implement spontaneous recreational activities;
- D. Assists in implementation of academic enrichment (e.g. Power Hour and HYL A);
- E. Promote and stimulate interest in activities through bulletin board displays, newsletter, flyers, and announcements of upcoming programs by displaying enthusiasm in activities offered;
- F. Maintain upkeep of all recreation equipment and facilities. Report supplies needed for facility and programs as needed to supervisor;
- G. Work with staff and parents/guardians to recognize members for good work & discuss disciplinary issues that may occur at the Club;
- H. Provide direction for volunteers in order to stimulate participation in programs;
- I. Must provide quality customer service by meeting and greeting the public, parents, members and outside groups who enter the facility. Be prepared to provide guided tours and answer questions;
- J. Assists program assistant in working with staff to ensure safety and success of the overall program;
- K. Purchase program and facility supplies
- L. Manage and organize program and facility supply closets and inventory.

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

- A. Motivate and guide YDP staff with daily Club operations and programs;
- B. Provide hands on leadership and guidance to staff;
- C. Actively engages parents and families of youth members in Club programs and activities;
- D. Provide direction for volunteers in order to stimulate participation in programs.

Other Duties:

1. Abide by the Boys & Girls Clubs of Massena Policies & Procedures;
2. Attends local trainings and workshops in the field as directed;
3. Attend staff meetings and other Club sponsored events;
4. Abides by Federal and State Laws;
5. Wear appropriate staff uniform while working at and/or attending Boys & Girls Clubs of Massena function;
6. Perform other duties as assigned by Director and Administration.

Requirements:

1. First Aid & CPR certified; Training and certification provided by BGCM
2. Pass a background check;
3. Experience in Recreation, Child Development or equivalent experience in related field;
4. At least two years experience and knowledge with youth development principles; education programs; working effectively with schools, parents and others in the community to support educational achievement.

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 meetings and/or travel within and out of St. Lawrence County to attend meetings;
6. Required to work evenings and an occasional Saturday
7. May be required to use personal vehicle in the course of employment.

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.

After reviewing all requirements, if you wish to apply please submit a copy of your résumé by email to Director@bgcmassena.org