



POSITION DESCRIPTION

Title:	Youth Development Staff
Reports to:	Center Director
Location:	344 Broadway St. Berlin, WI
Wage:	\$9.00/hr.
Shift:	School Days: M-F 3pm to 6/7/8pm (ending time varies) Summer & Non-School Days Open 6:45am – 5:30pm 15 to 30 hours/week

Job Summary:

The Boys & Girls Club of the Tri-County Area has opened a brand new facility and is seeking qualified staff to plan and implement programs. There are several openings for Youth Development Staff and we are seeking to fill them with a variety of talented people who can provide diverse programming opportunities to youth in the community. These positions will be offered at 20-30 hours per week. Staff members are required to Plan, implement, supervise, and evaluate programs and activities provided in a specific program area; such as education, technology, arts and crafts, physical education/sports, and health and wellness.

Qualifications:

- High School Diploma or GED; High school seniors (18 yrs. +) are eligible to apply.
- Experience working with children
- Knowledge of youth development
- Proven ability to motivate youth and manage behavioral problems.
- Good communication skills, both verbal and written.
- Ability and commitment to role model and promote a life style of health, wellness and fitness to members and their families.
- Proven ability to plan and implement quality programs for youth.
- Be certified in CPR/First Aid. (will train)
- Valid driver's license and good driving history.
- Pass drug test and background check prior to employment.

Job Responsibilities:

- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts members with appropriate displays, information and recognition.
- Foster fun & creativity in a high energy, fast-paced environment
- Promote and stimulate program participation, including the area of health, wellness and fitness.
- Register new members and participate in their Club orientation process.
- Provide guidance and role modeling to members.
- Effectively implement and administer programs, services and activities as assigned, for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance, and cleanliness of the unit at all times.
- Prepare periodic activity & outcome measurement reports.
- May be required to drive Club van.
- May participate in special programs and/or events outside of typical work hours.
- Mandated child abuse reporter.

Physical and Mental Requirements:

- Has to be able to interact physically with children during program activities.
- Ability to sit or stand long periods of time.
- Ability to lift a minimum of 50 pounds.
- Must be able to think clearly and concisely.
- Must be able to function in a loud environment with high energy interacting with multiple-aged members.
- Must be able to work in a variety of environments, including outdoor activities and possible field trip assignments.

Disclaimer:

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

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
CEO Date