



POSITION DESCRIPTION

Position:	Youth Development Staff
Reports to:	Center Director
Location:	Berlin Center, 344 Broadway St. Berlin, WI
Wage:	\$9.00 – \$11.00/Hour
Shift:	School Year: M-F 3:00-6:00/8:00 pm (time varies) 15 – 32 hours/week

Job Summary:

The Boys & Girls Club of the Tri-County Area 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. 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 & wellness.

Qualifications:

- High School Diploma or GED; High school seniors (18 yrs.+) are eligible to apply.
- Experience working with children.
- Knowledge of youth development strategies.
- Proven ability to motivate youth and manage behavior problems.
- Excellent communication skills, both verbal and written.
- Ability and commitment to role model and promote a lifestyle 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.
- Must pass a 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 in all areas.
- Encourage new member registration.
- 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 participate in special programs and/or events outside of typical work hours.
- Serve as a Mandated Child Abuse Reporter.

Physical and Mental Requirements:

- Able to interact physically with children during program activities.
- Ability to sit or stand for long periods of time.
- 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 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