

POSITION DESCRIPTION

Position: Youth Development Staff for Berlin and Green Lake Location

Reports to: Program Coordinator

Location: 344 Broadway St. Berlin, WI and 492 Hill Street, Green Lake, WI

Wage: \$12.00 – \$14.00/Hour

Shift: School Year Club Hours: M-F 3:00-6:00/8:00 pm (varies)

15 – 32 hours/week (Berlin) 15-20 hours/week (Green Lake)

Job Summary:

The Boys & Girls Club of the Tri-County Area is seeking qualified staff to plan and implement programs. We are seeking to fill them with a variety of talented people who can provide diverse programming opportunities to youth in the communities of Berlin and Green Lake. Staff members are required to plan, implement, supervise, and evaluate programs and activities provided. Our core priority outcome areas include: academic success, character and leadership, and healthy lifestyles. Youth Development Staff must be able to work after school Monday-Friday.

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