



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Job Description:

Title: Youth Development Professional

Education: High School Diploma, some college (focus on childhood education) preferred

Reports to: Unit Director

Work Schedule: Morning, Afternoon, After School Release – 6pm, hours as scheduled during school breaks

Pay: \$20 per hour

Job Summary:

This position reports directly to the Unit Director. Responsibilities include conducting Power Hour: the homework assistance program. Duties also include assisting with homework assignments and personal education development of enrolled members. Must plan, promote and execute extra-curricular programming as assigned by the Co-Unit Director. Direct supervision of club members to ensure safety. Provide general maintenance of equipment; books, tables, chairs and general clean up of space provided. Conduct programs within the BGC Burbank policies, procedures and philosophies.

Responsibility Overview:

- Maintain a safe environment for all members and follow safety procedures as set forth by BGC.
- Maintain a general knowledge of BGC philosophy, activities, calendars and special events of the club.
- Maintain a current working knowledge of procedures and policies of the club. Support and enforce all club policies and procedures.
- Maintain a professional and positive demeanor at all times.
- Work scheduled hours: Monday through Friday as assigned.
- Assist with collaboration and coordination of activities and programs with other components of the club.
- Assist with the supervision of members during free outside time.

- Conduct daily programs in a way that generates interest and increases participation of youth in all areas.
- Collaborate with teachers to further assist members in need of further attention in identified academic areas.
- Develop, implement and promptly display weekly program activities evolving around assigned programs.
- Update assigned bulletin boards on a weekly basis.
- Assist in the discipline of members.
- Provide weekly program evaluations on all programs you conducted throughout the week.
- Assist with the cleaning of designated room and areas used.
- Immediately report hazards, concerns and dilemmas to Unit Director.
- Duties, tasks and responsibilities as deemed necessary by administrator supervisor.
- May be required to work outside scheduled hours and some weekends.
- May be required to drive Club vehicle as needed (regular passenger van).

Knowledge/Skills Required:

- Excellent organization skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast paced environment
- Learn mission, language and goals of the organization
- Ability to organize time well
- Ability to use mail, Vision, Google Docs and other necessary programs
- CPR/First Aid Certification
- Knowledge of Youth Development
- Attend training sessions and seminars as related to working with youth

Club Values:

- Community – Sense of Belonging, Fellowship and Fun
- Knowledge – Willingness to Learn and Teach and Willingness to Adapt
- Empathy – Acts of Kindness, Active Listening, Understanding and Compassion
- Acceptance – Mindfulness, Inclusivity and Judgement Free
- Transparency – Direct Communication and Honesty
- Accountability – Acknowledgement and Ownership
- Leadership – Lead by Example, Inspirational, Setting Boundaries and Mentor

Mission Statement:

It is our mission to inspire and enable all young people to recognize their full potential as productive, responsible and caring citizens.

Vision Statement:

Provide a world-class Club experience that assures success is within reach of every young person who walks through our doors with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment can range from quiet to moderate in office settings and usually loud in recreation and play settings when children are present.

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

Employee Signature _____ **Date** _____

Program Director Signature _____ **Date** _____