



**BOYS & GIRLS CLUBS
OF CLEVELAND COUNTY**

POSITION DESCRIPTION

TITLE: Youth Development Professional (YDP 1)

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director or Site Director

PRIMARY FUNCTION:

Responsible for the delivery of a broad range of programs within a designated Clubhouse, such as Education, Social Recreation, Arts & Crafts and Physical Education. Plan, develop, and implement programs consistent with the organization's mission and goals.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Plan and administer programs and activities that support Youth Development Outcomes:
- Contribute to the development of program objectives consistent with organizational goals and mission.
- Deliver day-to-day program activities in accordance with established standards and goals.
- Encourage members to participate in a variety of program areas/activities and provide instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

- Adhere to Club goals and settings that insure the health and safety of members.
- Ensure that program areas are safe, well-ventilated, and well lit; and that club equipment is maintained in good working condition.
- Utilize planning time effectively. Be prepared for program delivery, having reviewed program materials, obtained necessary supplies, and made necessary photocopies, etc.
- Evaluate Club programs on a continual basis and ensure the program/activity responds to member needs and addresses their gender and cultural diversity.
- Ensure proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Control assigned program and activity expenditures within approved budget.

Supervision

- Ensure productive and effective performance by all assigned program staff and volunteers.



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- Monitor assigned volunteers and staff, providing ongoing feedback and appraisal.
- Communicate training and development needs of assigned volunteers and staff to Club administration.
- Ensure adequate Club member supervision at all times, maintaining proper staff-to-student ratios and appropriate positioning to deliver effective programs and respond quickly to potential hazardous situations.

Marketing and Public Relations

- Increase visibility of Club programs and maintain a positive perception of the Club in the community.
- Communicate daily schedule, announcements, and upcoming events to parents in a professional and timely manner. Ensure a consistent message.
- Contribute to appropriate advertising and promotions through the creation of letters, mailings, fliers, media releases, web page and social media.
- Greet parents and visitors promptly and professionally, assist with questions and needs.
- Wear official staff uniform, name badge, and/or B&GC attire.

ADDITIONAL RESPONSIBILITIES:

- May oversee special programs and/or events (snacks, field trips, parades, special events), and/or participate in the implementation of other unit activities as necessary.
- May be required to drive Club van periodically.
- May consult with parents concerning member and branch issues.
- May handle petty cash / credit card for purchase of program supplies.
- Other duties assigned by Club administration not specifically listed above.

RELATIONSHIPS:

- **Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
- **External:** Maintain contact as needed with external community groups, schools, member's parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent.



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- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated program planning and project management abilities.
- Mandatory CPR and First Aid Certifications.
- Commitment to continual learning and professional development through self-directed and assigned development opportunities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Sedentary Work:

- a. Ability to sit for extended periods at a desk or workstation.
- b. Ability to use a computer, keyboard, and mouse for extended periods.

2. Vision Requirements:

- a. Ability to read documents, spreadsheets, and emails on a computer screen and in printed form.
- b. Close vision for detailed work.

3. Hearing Requirements:

- a. Ability to hear and communicate effectively in a typical office environment, including phone calls, virtual meetings, and in-person interactions.

4. Manual Dexterity:

- a. Ability to use hands and fingers for typing, operating office equipment (printers, fax machines, etc.), and other tasks that require fine motor skills.

5. Repetitive Motion:

- a. Frequent use of the hands and wrists for typing and using a mouse or other office tools.

6. Mobility Requirements:

- a. Ability to navigate and travel to meeting locations outside the office to interact with community partners and stakeholders, fill in for program staff as needed.
- b. Ability to move around the office for meetings, document retrieval, or other purposes.
- c. Occasional lifting of office supplies, files, and materials up to 20-30 pounds.

7. Flexibility:

- a. Ability to work in a variety of environments both inside and outside the office (e.g., sitting at a desk, attending meetings, collaborating with colleagues).

8. Stamina:



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- a. Ability to maintain focus and productivity for extended hours, often in a fast-paced, multitasking environment.

Employees must be able to perform the essential functions of this position satisfactorily. The requirements listed are representative of the duties, knowledge, skills, and/or abilities required. Reasonable accommodations may be requested by employees with disabilities, to enable them to perform the essential functions. The Boys & Girls Club of Cleveland County is committed to engaging in an interactive dialogue with employees relating to reasonable accommodations

Signed by: _____ **Incumbent Date** ___/___/___

Approved by: _____ **Supervisor Date** ___/___/___

Reviewed by: _____ **Executive Director Date** ___/___/___