



BOYS & GIRLS CLUB
OF THE FLATHEAD
RESERVATION & LAKE CO.

Position Description

TITLE: Program Staff/Youth Development Professional (School)

- Exempt
 Non-Exempt

DEPARTMENT: Programs

REPORTS TO: Unit Director

PRIMARY FUNCTIONS: Prepares for and implements daily activities and clubs, supervises a safe, friendly, and respectful environment and actively interacts and engages with each member. Evaluates and works with staff to improve activities and clubs and serves as a role model for all members.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes (Academic Success, Good Character and Citizenship and Healthy Lifestyles)
 - Promote and stimulate program participation
 - Provide guidance and role modeling to members
 - Assist with homework assignments and mentor students in reading, spelling, and math
 - Provide assistance in implementing programs from BGCA (Boys & Girls Club of America) or other organizations

Program Development and Implementation

2. Monitor and evaluate programs, services and activities to ensure safety of members, and quality in programs
3. Implement the 5 Positive Key Elements for Positive Youth Development in all activities (Safe and Positive Environment, Fun, Recognition, Supportive Relationships, and Opportunities and Expectations)
4. Take pride in the appearance of the clubhouse at all times – Performs cleaning and maintenance duties and participates in general organization and keeping decorations up-to-date
5. Fill out an activity sheet for every activity or club you facilitate.
6. Ensure a productive work environment by participating in weekly clubhouse staff meetings (may be outside of regular work hours).

Additional Responsibilities:

1. May participate in special programs and or events
2. May be required to drive Club van

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive and provide information, discuss issues, and explain guidelines and instructions.

External: You are a mentor and role model to all club members. Maintains contact with external community groups to assist in resolving problems.

REQUIREMENTS:

- Must be able to work well with children and participate in activities
- Must be willing to learn about the club's mission and youth strategies
- Must be able to relate to youth
- Must pass a background check
- If asked to drive the company vehicle, must possess a valid driver's license, have a good driving record, and meet minimum age to drive the company vehicle
- A background in teaching or working with youth is preferred
- If not CPR and First Aid Certified, must obtain within the first 6 months of employment
- Availability: Weekdays from 3:00-7:00 pm during the School-Year (12:00-6:00 pm on early-release or no-school days) and 7:45 am - 6:00 pm during the Summer.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The Boys & Girls Club is a fast pace environment. You must be physically able to engage in games and activities that are children appropriate, some being outdoors. You must be able to lift 25 lbs. Physical demands may include bending, kneeling, twisting, standing, and extended use of arms and hands

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of all employees assigned to this job.

Signed by: _____
Employee Date

Approved by: _____
Unit Director Date

Reviewed by: _____
Director of Operations Date