



**BOYS & GIRLS CLUB
OF ALBANY**

Title: Youth Development Professional

Organization: Boys & Girls Club of Albany

Hours: 25-30/week

Education Level: High School

JOB FUNCTIONS:

- Establishes a program setting that insures the health and safety of members.
- Contributes to the creation of the overall Club's climate for youth development.
- Plans programs and activities consistent with the organization's youth development mission.
- Personally involved in implementing and carrying out daily programs and activities in multiple Core Program areas.
- Provides guidance services.
- Promotes and markets programs to the members.

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Prevention, Social Recreation, Arts & Crafts, and Physical Education.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes:
 - _ promote and stimulate program participation;
 - _ provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare daily activity reports.

Supervision

- Ensure a productive work environment by participating in weekly branch staff meetings.

SKILLS/KNOWLEDGE REQUIRED:

- College experience recommended
- High School diploma or GED.
- Experience in working with children. (May be a substitute for education)
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.

School Year

Typical shifts are 1:30pm-7pm

Summer

Hours of Operation - 8am-5pm

*Scheduled shift times may vary

Job Type: Part-time

Pay: \$13.50 - \$14.25 per hour (DOE)