

## **GREAT FUTURES START HERE.**



### **POSITION DESCRIPTION**

**TITLE:** Youth Development Professional

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional – Hourly

**START DATE:** ASAP

**PAY RATE:** \$18.50-\$19/hour

**REPORTS TO:** Program Director

**DESCRIPTION:**

Boys & Girls Clubs of Bend is looking to hire someone who will bring positive energy, creativity, and a strong work ethic to our youth development program. Our team is passionate about serving the youth in our community who need us most, and we are proud to provide a fun, safe, enriching environment for our members to learn and grow every day. We know that supportive relationships are key to social, academic, and emotional wellbeing, and our programs are designed to facilitate these bonds amongst members, staff, and Club families. As a Program Coordinator, you are at the forefront of our purpose: to help youth thrive. Program Coordinators are responsible for designing and implementing games & educational activities with the support of our Program Directors. Working with youth requires patience, enthusiasm, and the ability quickly adapt to changing situations, because each day will be different from the last. We are looking for a reliable, trustworthy candidate who is able to consistently make good decisions and mesh well with our fun-loving, mission-driven team.

**PRIMARY FUNCTION:**

Responsible for providing an environment that is safe physically, emotionally and mentally. Help youth get along with others, make new friends and provide opportunities for fun and constructive use of leisure time.

As a Professional with Boys & Girls Clubs of Bend I understand I am accountable to the Program Director.

I represent Boys & Girls Clubs of Bend as a positive role model to our members and to all children in general.

I will adhere to all policies and procedures published by the Boys & Girls Clubs of Bend, including health and safety policies regarding COVID-19.

**KEY ROLES (Essential Job Responsibilities):**

1. Establish a program setting that insures the health and safety of our members.
2. Contribute to the creation of the Club's overall positive climate for youth development.
3. Plan, implement and monitor programs and activities consistent with the organization's youth development mission, goals, and current year objectives. Compile a weekly activities calendar for the program areas that you are in.
4. Provide guidance services to Club members as appropriate with the well-being of the youth members in mind.
5. Understand and implement the youth development strategy.
6. Adhere to all policies and procedures published by the Boys & Girls Clubs of Bend.

***JOB FUNCTIONS:***

1. Manage necessary administrative functions and assigned resources.
2. Provide guidance services to Club members.
3. Manage all elements of all program areas that you program in.

**PROGRAM COORDINATOR**

**JOB FUNCTION #1**

Manage necessary administrative functions and assigned resources.

**Performance Standards:**

1. As directed by your supervisor, communicate with parents all special event scheduling through you weekly program calendar.
2. Communicate with Program Director regarding any discipline problems.

**PROGRAM COORDINATOR**

**JOB FUNCTION #2**

Provide guidance services to Club members.

**Performance Standards:**

1. Club members receive guidance to help them fulfill and make appropriate choices about their educational, physical, emotional, social, and vocational needs.

2. Positive and respectful relationships exist between staff and Club members, utilizing "active listening" skills.
3. Unacceptable behaviors are dealt with utilizing the discipline procedures set by the Club.
4. Club members are always held accountable for behavior within reasonable expectations.
5. Behavioral incidents and achievements are recorded and shared with Program Director.
6. There are efforts to promote the carry-over of values and conduct outside the Club.

## **PROGRAM COORDINATOR**

### **JOB FUNCTION #3**

Manage all elements of all program areas that you program in.

#### **Performance Standards:**

1. Provide daily programs in all areas that you are scheduled in.
2. Actively contribute to the tracking and data processing of Club Members using KidTrax software and functions. This will happen by turning in program attendance lists weekly to the Program Director.
3. Make sure Club members are fully aware of the Club rules and discipline policy.
4. Keep Club equipment in good working condition and report all equipment problems to the Program Director.
5. Keep all program areas clean and free of debris at all times. Ensure that cleaning responsibilities are performed as directed by your supervisor.

## **EVALUATION**

Position holder will establish, with the concurrence of the Program Director, specific semi-annual performance objectives and expected outcomes in accordance with the above Key Roles and Job Functions. These objectives are dynamic and will be revised from time to time to the mutual agreement of the position holder and the Program Director.

## **SKILLS/KNOWLEDGE REQUIRED**

- Completion of high school.
- Current First Aid/CPR Certification
- Demonstrated ability in working with young people, parents and community leaders.
- Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities.
- Demonstrated ability in the effective guidance and discipline of youth ages 5-18.
- Strong communication skills, both oral and written.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Must be able to remain in a standing position for 50%-90% of shift, as needed.
- Must be able to work outside for 40-80% of shift, as needed.
- Must be able to move and traverse throughout the building as needed throughout the day.
- Must be able to operate, activate and use a computer and other office equipment
- Must be able to communicate, converse with, convey, express oneself and exchange information with other employees, parents and youth.
- Must have a valid Driver's License and means to drive between locations as needed

**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 employees assigned to this job.

Signed by:

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Incumbent Date

Approved by:

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Supervisor Date

Reviewed by:

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Executive Director Date

**The Boys & Girls Clubs of Bend is an Equal Opportunity Employer**