

Boys & Girls Club of Detroit Lakes-Perham Unit
Position Description

Job Title: Youth Development Professional Lead (YDPL)
Department: Programming
Reports To: Site Director
FLSA Status: Non-Exempt (Hourly)

Job Description Summary

The YDPL is responsible for planning, implementing, facilitating and supervising of programming for youth. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles and Good Character & Citizenship to meet the needs of club members, their families and the community. YDPL is responsible to provide club members with safe, fun, innovative and creative programs; while following policies and procedures. The YDPL supervises and works with Youth Workers and volunteers.

Responsibilities:

- Assume the lead in day to day policy/procedure and programming for specific program areas
- Understand the mission, vision and goals of the Club
- Plan, implement, facilitate, supervise and evaluate all educational programs, activities and events
- Plan and implement quality programs for members
- Provide guidance and role modeling to our members and Youth Workers
- Documentation of participants in all programs/activities
- Plan and implement curriculum that are aligned with program themes and events
- Perform community outreach for specific program areas when needed
- Work with club members, families, and others from diverse backgrounds
- Transport members periodically
- Other assigned duties

Reasonable accommodations may be made in order to perform the essential functions. In addition to or in lieu of those described above, any duties are subject to change at any time or duties may be added

Qualifications:

- Ability to motivate members and youth workers in a positive manner
- Ability to plan and implement quality programs for members
- Ability to organize and supervise club members in a safe, nurturing environment
- Knowledge of youth development
- Complete BGCA and local club training
- Demonstrate professional written and verbal communication skills
- Demonstrate ability to work effectively with staff, youth, parents, local community leaders and school personnel
- Ability to maintain confidentiality
- Knowledge of the organization's mission, objectives, policies, programs and practices.
- Previous experience working with youth is preferred

Requirements

Current driver's license/Photo ID

Pass background check

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run. 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.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

DISCLAIMER:

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