



# Boys & Girls Club of Detroit Lakes

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## Boys & Girls Club of Detroit Lakes Position Description

<b>Job Title</b>	Youth Development Professional – Assistant
<b>Department</b>	Programming
<b>Reports To</b>	Program Director
<b>FLSA Status</b>	Non Exempt

### Job Description Summary:

To assist in implementation of activities and events in a specific program area. Maintain ratios, supervise youth and support the lead staff. To involve our club members in fun, innovative and creative programs in each of our core areas to meet the needs of club members, their families and the community. Follow policy and procedures that promote the safety of members, ensure quality of programs and appearance of the Club at all times. . **\*\*\* Must be 16 years or older and pass a background check**

### Job Responsibilities:

- Supports the day to day policy/procedures and programming for a specific area.
- Understand the mission, vision and goals of the Club
- Assists in planning, implementing, facilitating, supervising and evaluating all educational programs, activities and events
- Provide guidance and role modeling to our members
- Documentation of participants in all programs/activities
- Mentor and inspire youth, adults and volunteers in the creative process
- Assist in implementation of BGCA national projects & exhibits.
- Perform community outreach for specific program areas when needed
- Ability to work with club members, families, and others from diverse backgrounds
- 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.

### Skills/Knowledge Required:

- Ability to motivate youth in a positive manner
- Ability to organize and supervise club members in a safe, nurturing environment
- Demonstrate good written and verbal communication skill
- Must be able to deal effectively with staff, youth, parents, local community leaders, schools and others

### 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 set

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.

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