



# **BOYS & GIRLS CLUB OF GREATER WATERBURY**

## **Youth Development Professional Job Description**

<b>TITLE:</b>	Youth Development Professional
<b>DEPARTMENT:</b>	PROGRAMS
<b>REPORTS TO:</b>	DIRECTOR OF OPERATIONS
<b>FLSA STATUS:</b>	NON-EXEMPT (PART TIME)

The Boys & Girls Club of Greater Waterbury is looking for a Youth Development Professional interested in working in a casual and collaborative environment and who is fun, energetic and loves working with children in grades K - 8. The Youth Development Professional (YDP) is responsible for the planning, implementation and evaluation of various programs and activities offered to the members of the Club, including programs that focus on academic achievement, healthy lifestyles and good character and citizenship.

### *Roles & Responsibilities:*

- Plan and implement the day-to-day activities in accordance with established standards and goals
- Manage and enforce discipline policies and provide effective guidance
- Manage record keeping and reporting, as it relates to assigned programs
- Support and maintain programs that engage members socially, culturally, and intellectually and that reflect the diversity of the Club
- Maintain program equipment and facilities
- Participate in outcome measurement processes and other evaluation programs, including BGCA's annual assessments
- Attend mandatory staff meetings and training
- Participate in special events and programs
- May be required to perform other duties as assigned by the Director of Operations &/or the Executive Director

### *Requirements:*

- Bachelor's degree or currently enrolled in a Bachelor's Degree program with a minimum of 60 credits earned towards that degree from an accredited college or university
- Bilingual (Spanish) (preferred)
- Experience with youth in academic, athletic or recreational programs
- Excellent planning and organizational skills

- Ability to work collaboratively with diverse communities and groups
- Ability to use Microsoft Office products, email and various social media outlets
- Excellent written and verbal communication skills
- Ability to multi-task and be flexible
- Ability to work Monday – Friday 2 – 7 pm during the academic year

*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.

*Application Instructions:*

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and three (3) references via email to (subject line “YDP application”):

general@bgcgwater.org

**This position is anticipated to start in mid-August 2020. Applications will be reviewed and qualified applicants will be contacted for interviews via email in July 2020.**

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER