



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

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## **Youth Development Professional Middle School Program Job Description**

**TITLE:** MIDDLE SCHOOL PROGRAM  
YOUTH DEVELOPMENT PROFESSIONAL

**DEPARTMENT:** PROGRAMS

**REPORTS TO:** DIRECTOR OF OPERATIONS

**FLSA STATUS:** NON-EXEMPT (PART TIME)

The Boys & Girls Club of Greater Waterbury is looking for someone interested in working in a casual and collaborative environment and who is fun, energetic and loves working with members in grades 6 – 8. The Middle School Program YDP works independently to manage the overall daily operations of the leadership and other programs for middle school members with the primary concern for ensuring participation of these members in high level programs. The Middle School Program YDP may work collaboratively with the Teen (high school) Coordinator on certain programming. The Middle School Program YDP is responsible for the planning, implementation and evaluation of middle school member programs and works under the direction of the Director of Operations and Assistant of Director of Operations.

### *Roles & Responsibilities:*

- Establish middle school program objectives that are consistent with organizational goals and mission
- Support and maintain programs that engage pre-teens and young teens in middle school socially, culturally, and intellectually and that reflect the diversity of the Club
- Support and maintain programs that focus on service, leadership and education
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Work collaboratively with Teen Coordinator and other staff
- Participate in meetings related to the middle and high school programs and inform Director of Operations &/or Assistant of Director of Operations of progress and/or changes to programs and goals
- Create and maintain a culture of inclusion and respect among members
- Participate in outcome measurement processes and other evaluation programs, including BGCA's annual assessments
- Ensure quality of programs by conduction program evaluations
- Working with Director of Operations, control expenditures and make recommendations for expenditures, as they relate to the programs
- Manage and enforce discipline policies and provide effective guidance
- Manage record keeping and reporting, as it relates to the programs
- Use social media and other means to market the middle and high school programs and encourage regular participation in the teen programs
- 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, the Assistant of Director of Operations &/or the Executive Director

*Requirements:*

- Some college coursework required, with preference for candidates who have already earned a Bachelor's degree from an accredited college or university or are currently enrolled in a degree program, preferably in social services, education, human development, or a related field
- Experience working with a non-profit organization, preferably a youth development organization
- Excellent planning and organizational skills
- Familiarity with the principles of youth development
- Ability to work collaboratively with diverse communities and groups
- Ability to define outcomes and work towards positive outcomes
- 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
- Availability to work during program hours

*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.

The Boys & Girls Clubs of Greater Waterbury will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with young people.

The Boys & Girls Club of Greater Waterbury will conduct reference checks on any candidate for employment or volunteer service. All reference checks shall include two (2) professional and one (1) personal. Should any candidate for employment or volunteer service have previous experience with a Boys & Girls Club, a reference from that former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Waterbury prior to extending an offer for employment or volunteer service. Additionally, the Boys & Girls Club reserves the right to seek a reference(s) from a candidate's prior employers, regardless of whether the employer(s) was provided as a reference.

*Application Instructions:*

Interested and qualified candidates who meet the above requirements should submit a resume via email to (subject line "Middle School Program YDP application"):

general@bgcgwater.org

*This position will start on Monday, August 24, 2026*

**Applicants must provide a working cell phone number capable of receiving texts and calls. Applications will be reviewed and qualified applicants will be contacted for interviews via email &/or text.**

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**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**