



BOYS & GIRLS CLUB OF GREATER WATERBURY

Youth Development Professional Job Description

TITLE: Youth Development Professional – for technology programs

DEPARTMENT: PROGRAMS

REPORTS TO: DIRECTOR OF OPERATIONS

FLSA STATUS: NON-EXEMPT (PART TIME)

The Youth Development Professional (YDP) is responsible for the planning, implementation and evaluation of programs and activities, in particular the technology programs, offered to the members of the Club, including programs that focus on academic achievement, healthy lifestyles and good character and citizenship. The YDP ensures a high level of participation in positive youth development programs. The YDP works under the direction of the Director of Operations.

Roles & Responsibilities:

- Design, implement and lead technology programs for youth grades K – 12
- Maintain technology equipment, supplies and facilities
- Establish objectives that are consistent with organizational goals and mission
- Support and maintain programs that engage members socially, culturally, and intellectually and that reflect the diversity of the Club
- Support and maintain programs that serve our priority outcomes
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Participate in meetings related to various programs and activities and inform Director of Operations of progress and/or changes to programs and goals
- Create and maintain a culture of inclusion and respect in all activities
- 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 technology programs
- Manage and enforce discipline policies and provide effective guidance
- Manage record keeping and reporting, as it relates to assigned 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 &/or the Executive Director

Requirements:

- Bachelor's degree or currently enrolled in degree program to earn Bachelor's degree from an accredited college or university. Degree and coursework must have included 3D CADD Modeling
- Technical experience achieved through related coursework required to convey program materials, maintain software and upgrades and minor technical issues.
- Required proficiency with Microsoft Office Applications: Word, Excel and PowerPoint, as well as other software that could be used to enhance a youth development technology center
- Bilingual (Spanish) – preferred
- Experience working with a non-profit organization, preferably a youth development organization
- Experience with youth
- Ability to motivate and teach youth and supervise youth and maintain a safe environment
- Excellent planning and organizational skills
- Ability to organize and conduct technology programs for youth
- 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
- Excellent written and verbal communication skills
- Ability to multi-task and be flexible

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.

All candidates are required to submit to a pre-employment background check.

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 - technology"):

Karen Senich
ksenich@bgcgwater.org

Applications must be received no later than 5pm on August 2, 2016

**Applications will be reviewed after the deadline and qualified applicants will be contacted
for interviews via email**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
