



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

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## **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

- 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 1 – 7 pm during the academic year and Monday – Friday between 8 – 3 during the summer

*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 cover letter and resume via email to (subject line "YDP application"):

general@bgcgwater.org

**Applications must be received no later than April 29, 2022**

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

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER