



**BOYS & GIRLS CLUBS  
OF ADA COUNTY**

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**POSITION DESCRIPTION**

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**TITLE:** Youth Development Professional (YDP) (Regular Part-Time, Wage Employee)

**DEPARTMENT:** Programs, All Ada County Club Locations

**REPORTS TO:** Program Director

**COMPENSATION: (Starting)** \$11.00-12.00 DOE, Partial benefits after six-month employment

**HOURS:** 20+ Hours /Week

**PRIMARY FUNCTION:**

Ensure safety of youth. Plan and organize daily activities and programs in all 5 Core Program Areas. Help Club members to make new friends and provide opportunities for fun and constructive use of their time after school and during the summer months. Keep equipment, facilities, and grounds clean and attractive. Be a positive role model!

**KEY ROLES (Essential Job Responsibilities):**

*Member Safety and Supervision*

1. Set expectations for all members in fairness and in alignment with club policies and procedures.
2. Hold members accountable for behavior choices while communicating the benefits of making better choices.
3. Manage the safe and efficient transition of members between activities.

*Membership Relationship Building*

4. Build positive friendships with all members.
5. Communicate and model the club values of respect, responsibility and integrity.
6. Provide ongoing guidance and mentoring to members when appropriate.
7. Embody the positive attitude and self-confidence that ensures success while having fun.

*Structured Youth Engagement*

8. Plan and lead daily activities and weekly programs.
9. Develop strategies for providing youth with new skills in our three areas of impact:
  - a. Academic Success
  - b. Character and Leadership
  - c. A Healthy Lifestyle
10. Create impromptu / casual opportunities for fun and enjoyment that ensures a positive interpersonal setting

*Cleaning and Facility Maintenance*

11. Accomplish assigned daily cleaning tasks

12. Manage program areas in a manner that holds youth accountable for club cleanliness
13. Work with your team to ensure that all areas of the work setting are repaired and clean.

**ADDITIONAL RESPONSIBILITIES:**

1. May fill in for the following positions in their absence: Field trip coordinator, teen coordinator, education coordinator, membership services coordinator and other YDPs in designated program areas.
2. May drive Club vehicles to transport youth to/from special events pending approval.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club members, Club staff (professional and volunteer), Club parents, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact with Program Director as needed to foster community relations.

**SKILLS/KNOWLEDGE REQUIRED:**

- A minimum of one year of prior work experience in a formal work setting.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- A positive attitude, integrity, and interest in helping youth become successful adults.
- Willingness to obtain CPR and First Aid Certifications (provided).
- One year of work experience in a Boys or Girls Club or similar organization planning and implementing activities based on the developmental needs of young people is preferred.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.