



BOYS & GIRLS CLUBS
OF WEST-CENTRAL WISCONSIN

POSITION DESCRIPTION

Position: Youth Development Specialist – Reedsburg Club
Reports To: Site Coordinator
Classification: Part-time non-exempt

School Year Hours:

Monday - Thursday: 3pm-7pm, Friday: 2pm-6pm

Summer Hours:

Monday-Friday: 7:15am-12:30pm or 12:15pm-5:30pm

Position Purpose/Primary Function:

Plans, implements, supervises and evaluates activities. Provide positive interaction throughout Club environment.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation.
 - Provide program guidance and role modeling to members.
 - Create a high impact learning environment by maintaining a positive attitude with youth, staff, and community.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the organization at all times.
4. Submit daily activity reports/sign-in sheets and incident reports, prepare program and activity plans.

Supervision

5. Ensures positive youth experiences by coaching, mentoring, and developing members experiences with the Club.
6. Capable of maintaining positive and productive work in a high-energy environment.

Self-Development

7. Ensure a productive work environment by participating in weekly staff meetings.



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ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. Other duties as assigned

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, and explain guidelines/instructions.

External: Maintains contact with external community groups, schools, members' parents and others to assist in promoting the Boys & Girls Clubs of West-Central Wisconsin mission and purpose.

SKILLS/KNOWLEDGE REQUIRED:

1. High school diploma or equivalent.
2. Experience in working with children
3. Ability to motivate youth and manage behavior problems
4. Ability to plan and implement quality programs for youth
5. Ability to organize and supervise members in a safe environment
6. Willingness and ability to participate in requested training
7. Ability to obtain CPR and First Aid Certifications.
8. Valid State Drivers License.

Disclaimer:

The information presented in this description indicates to be general in nature and an indication of the level of work expected of employees in this classification. It is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications, or objectives required of employees assigned to this position. The Boys & Girls Clubs of West-Central Wisconsin does not discriminate on the basis of race, religion, ethnicity, ability, or gender in its programs and employee practices.