



**BOYS & GIRLS CLUBS**  
OF BREA - PLACENTIA - YORBA LINDA

## Job Description: **Youth Development Professional**

### **Reports to: Lead Staff & Area Director**

The Youth Development Professional will plan the day-to-day program, enrichment activities, and provide support at the branch they are located, these roles and responsibilities include but are not limited to:

### **Prepare Youth for Success:**

- Promote and stimulate program and/or activity participation.
- Provide guidance and role modeling to members.

### **Administrative Duties:**

- Complete Activity Calendar and supply list each month
- Complete activity and/or program lesson plans for daily activities as requested.
- Complete & communicate accident/incident reports and written warning as necessary.
- Submit paperwork by assigned deadlines.
- Participate in weekly or bi-weekly staff meetings.
- Register on bgca.net for training opportunities.

### **Daily Responsibilities:**

- Implement the Mission Statement and 5 key elements.
- Communicate professionally, honestly, and fairly with members, school faculty, community partners, staff, and parents.
- Promotes safety of the members.
- Prepare materials and follow Activity Calendar and Program schedule daily.
- Implement programs as requested by Area Director.
- Post Club rules and group agreements (expectations) and redirect members as needed.
- Provide guidance and structure by creating a positive learning environment during daily activities.
- Provide recognition and plan monthly celebratory events for Programs.
- Follow posted cleaning schedule. Daily cleaning responsibilities may include sweeping, mopping, cleaning restrooms, sanitizing areas, etc.
- Assist with additional task as requested by Lead.

**Program Development and Implementation:**

- Ability to make sound, independent judgment when unexpected circumstances arise.
- Participation in special programs and/or events.
- Positive, upbeat, and enthusiastic about working with youth.
- Demonstrates leadership to assure conduct, safety, and development of members.
- Promote, encourage, and engage members in program participation.

**ADDITIONAL RESPONSIBILITIES:**

- May be required to drive Club Van.
- May be required to answer phones and perform other light administrative duties.
- May be required to communicate with or work with school principals, staff, or instructors.
- Enjoy working in a team setting.
- Be able to work during after school hours of 1pm – 6pm Monday-Friday (12:30pm-6pm on Wednesdays)

*This job description is not meant to be all-inclusive and may be changed or amended with proper notice to the employee.*

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YDP Print Name

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Signature

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Date

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Lead Print Name

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Signature

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Date

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Area Director Print Name

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Signature

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Date