



**BOYS & GIRLS CLUB
OF WATERTOWN**

Mission Statement

“To inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.”

Title: Teen Youth Development Professional

Reports To: Director of Club Services

Status: Part-Time Non-Exempt

The Teen Youth Development Professional is responsible for engaging and implementing quality programs to our teens.

The Teen Youth Development Professional must be committed to fostering an Optimum Club Experience tailored towards quality programming that promotes academic success, healthy lifestyles and good character and leadership in all teens.

JOB DUTIES:

- Ensuring the implementation of the hourly program schedule as well as planned impact programs in the Teen Center.
- Assist teens with homework when needed.
- Works with the Teen Coordinator to ensure a environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for cleanliness, attractiveness and safety of properties and equipment.
- Participate in training and special events.

The Youth Development Professional is responsible for implementing the 5 key elements of positive youth development: fun, safety, recognition, opportunities & expectations and supportive relationships in their daily interactions with youth.

5 KEY ELEMENTS OF POSITIVE YOUTH DEVELOPMENT:

- **FUN**
 - Smile and laugh with each teens that is in your space throughout the day.
 - Show passion for your job and in the programs you are running.
 - Participate in all Club staff dress up and theme days.
 - Actively be engaged in the hourly activity/impact program occurring in the space you are working in while effectively supervising the full space.
 - Bring one new fun programming ideas to your supervisors.
- **SUPPORTIVE RELATIONSHIPS**
 - Seek out new members each day and learn something new about them.
 - Engage in high-impact conversations with our teens.

- Assist the Coordinator/Director in implementing individualized youth success plans.
- **RECOGNITION**
 - Greet all members by their first name when they enter your space and with ‘it is so great to see you at the Club today’!
 - Ensure recognition is continuous not just done at awards programs or special events.
 - Ensure recognition is a part of our overall program plans.
- **OPPORTUNITIES & EXPECTATIONS**
 - Accident/Incident Reports and teachable moments will be used on a daily basis, will be filled out in its entirety and will follow the process that is outlined by the Boys & Girls Club of Watertown.
 - Hourly program plans will be implemented according to the schedule and if not going successfully, on the spot fun will be implemented.
 - In your space, work with your coworkers and supervisor to establish a time where all teens must try something new.
- **SAFETY**
 - Program areas are kept cleaned and well maintained by the implemented of the opening and closing checklists and daily Club clean ups.
 - When rules are broken, the emphasis is on positive reinforcement with members regarding their behavior in order to help them make positive choices in the future.
 - Confidentiality of all members’ information is kept at the Club.
 - As a mandatory reporter, all suspected child abuse or neglect will be reported to your supervisor immediately and a report to DSS will be made.
 - Teen boundaries are respected (youth feet stay on the ground, no hand holding or lap sitting).
 - All Club policies and procedures are followed.

JOB REQUIREMENTS:

- High School Diploma.
- Ability to work from 3:30 pm – 7:30 pm; Monday through Friday with some Saturday evening hours.
- Must be a positive role model.
- Strong communication skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The Teen Youth Development Professional may also have to manage a number of projects at one time, and may be interrupted frequently to meet the needs of youth and organizations. The Teen Youth Development Professional may find the environment to be busy, noisy and will need excellent organization and time and stress management skills to complete the required tasks. The Teen Youth Development Professional must remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.

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, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee Signature

Date

Most Current 2018