

Boys & Girls Clubs of St. Charles County

SEASONAL YOUTH DEVELOPMENT PROFESSIONAL

Boys & Girls Clubs mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a powerful testament, an astounding 54% of national Club alumni have expressed that the Club has had a life-altering impact on them.

Under the direction of the Unit Director and/or Unit Coordinator, the Seasonal Youth Development Professional (YDP) is responsible for the implementation of Club programs for members ages 6-18, including providing Club transportation to members. Seasonal YDPs work daily to develop personal and meaningful relationships with members, families and volunteers to achieve the mission of enabling all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

FLSA Status: This is a seasonal position, with employment lasting up to 120 days. Seasonal Youth Development Professionals (YDPs) may work up to 40 hours per week, based on program needs and scheduling. Hours may vary and can include mornings, afternoons, and occasional extended program hours.

Key Roles:

- Enable all youth, especially those who need us the most, to reach their full potential as productive, caring, responsible citizens.
- Contribute to ensuring a safe, positive Club environment.
- Provide member guidance and mentoring through active participation with members to help them fulfill and make appropriate choices about their educational, personal, physical, social, emotional, and vocational needs.
- Assist with member transportation using provided Club vehicles

Key Responsibilities:

- Classroom management (group of approximately 12-20 students depending on location).
- Proper record keeping and reporting including incident & injury reports, member attendance by program, lesson plan, etc.
- Facilitate grant-funded programs, including develop/adapt lesson plans for delivering such programs.
- Provide homework assistance, academic mentoring, and support in the kitchen and gymnasium.
- Actively communicate with other staff to ensure safety within the club environment.
- Maintain accurate data collection to be used for grant reporting.
- Maintain a positive, safe, productive Club environment.
- Contribute to ensuring the facilities, equipment, and supplies are maintained.
- Maintain confidentiality of members, employees, and Club information.
- Participate in supporting special events and fieldtrips as needed.
- Attend periodic trainings and professional development opportunities.
- Assume other duties as assigned.

Competencies:

- Demonstrated verbal and written communication skills
- Sound problem solving and decision-making skills
- Ability to manage multiple projects simultaneously
- Classroom management skills and child supervision

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- An understanding of the Clubs mission and values
- Ability to carry out instructions and procedures with minimal supervision
- Must be flexible and able to adapt to change in the work place
- Must be 18 years old or older
- Ability to create lesson plans and attendance reports
- Ability to participate in typical indoor and outdoor member games, activities, and sports

Other:

- Some weekends and evenings
- Reliable transportation, valid driver's license, and automobile insurance
 - If interested in driving for Club, a Class E license is required to support member transportation
- Background check and employment eligibility verification
- Able to lift and carry 25-50 lbs and stand for extended periods of time
- High school diploma or another equivalency

To apply:

Send an interest email/cover letter and resume to: adminunit@bgcstc.org with the subject line, "Seasonal Youth Development Professional."

The information presented indicates the general nature/level of work expected of individuals in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities assigned to this role.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for positions unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.