



Job Title: Youth Development Professional - Sport & Fitness/Social Recreation
Job Type: Non-Exempt; Part-time
Job Rate: \$13.50/hour
Job Location: Carson High School
22328 S Main St, Carson, CA 90745
Reports to: High School Director

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves around dedicated adult mentors who respect and listen to them. Outcome-based programs empower youth to become lifelong learners.

PRIMARY FUNCTION:

Plans, implements, supervise and evaluate activities provided within a specific program area, such as Social Recreation, Arts & Crafts, and Physical Education.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Promote and stimulate program participation.
- Register new members and participate in their club orientation process.
- Provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer Sport & Fitness and Social Recreation programs for members.
- Ensure the development of appropriate Sport & Fitness and Social Recreation lesson plan and activities.
- Support student growth in activities including basketball, sports nutrition, and in individual or team based recreational activities.
- Coach and provide players instructions in the rules, regulations, equipment, and techniques of a recreation program.
- Transport students to various tournaments and create recognition opportunities for members.
- Organize and direct group practices activities or exercises.
- Monitor players during competition and practices.
- Model sport-like behavior and maintain appropriate conduct towards players, officials and spectators.
- Maintain the equipment in an orderly condition and assume responsibility for its security.

- Assist in the creation of bulletin boards, display of member activities and other department objectives.
- Must possess some knowledge of the rules, regulations, strategies, and techniques of the program sport.
- Prepare weekly and monthly schedules.
- Promote and recruit members.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times.
- Prepare periodic activity reports.

Supervision

- Help develop injury prevention methods and evaluate injuries.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.
- Enforce program rules for specific areas and maintain vigilance of youth at all times.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- May be required to drive Club van and obtain Class B license (training provided for Class B license).
- May be required to help in other program areas.
- Assume 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, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS REQUIRED:

- High School diploma or GED required.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Knowledge of youth development.
- Some knowledge of Math, Science & English and be able to provide homework assistance when needed.
- Ability to work some weekends.
- Ability to utilize a wide variety of reference, descriptive data and information.

- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to motivate youth and manage behavior problems.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR/First Aid Certifications and TB clearance.
- Valid State Driver's License.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Tasks that involve the ability to exert physical effort, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects up to 50 pounds.

APPLICATION INSTRUCTIONS:

For consideration, apply online at www.bgccarson.org/careers. Applicants will be contacted by a hiring manager should they wish to schedule an interview. All submissions must have a Resume and Cover Letter. No phone calls please.

Thank you for your interest!