



Job Title: Youth Development Professional/ Seasonal
Job Type: Non-Exempt; Part-time
Job Rate: \$19.00/hour
Job Location: Carson + Gardena
Reports to: Site Coordinator

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.

Boys & Girls Clubs of Carson is hiring for our 2023 summer program! Our program operates June 13th through August 4th (staff work roughly 5-8 hours each day, Monday-Friday).

PRIMARY FUNCTION:

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

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

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

Program Development and Implementation

- Effectively implement and administer programs, services and activities for members.
- Create an environment that facilitates the achievement of Youth Development Outcomes.
- Provide guidance and role modeling to members.
- Participate as part of a team to run quality programs by helping out where needed or directed.
- Prep for and teach up to three rotations of BGC curriculum per day in STEM, Arts, Music.
- Teach the curriculum as written, adapting it as needed to improve the camper experience or accommodate individual campers, and capturing feedback to share with Site Coordinator/Program staff.
- Independently manage and supervise a group of 20 members.
- Assist with daily set up and cleanup of classroom areas.

Supervision

- Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas.
- Maintain a clean room/environment by sweeping, disinfecting, and organizing at the end of the day.
- Help develop injury prevention methods, evaluates injuries.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- 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.

REQUIRED SKILLS:

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Good level of responsibility, reliability, and punctuality.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific classes.
- Ability to utilize a wide variety of reference, descriptive data and information.
- Ability to carry out instructions furnished in written, oral or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications and TB clearance.
- Must be fully vaccinated- COVID.
- Must have a valid State Driver's License.

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks 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.

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.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

Employee Signature

Date

Site Coordinator

Date