



**Title:** Youth Development Specialist (Part Time Hourly)

**Performance:** Youth Development Professional

**Reports to:** Site Supervisor/Program Director

**Primary Function:**

Responsible for the delivery of positive youth programming, as well as the supervision of members during BGCSECT activities.

**Key Roles (Essential Job Responsibilities):**

**Prepare Youth for Success**

1. Create an environment that facilitates the achievement of the Youth Development Outcomes

- Ensure that members are encouraged to participate in a variety of programs/activities and receive instruction and constructive feedback to develop skills in program area(s)
- Register new members and participate in their BGCSECT orientation process
- Provide guidance and role modeling to members

**Program Development and Implementation**

2. Effectively implement and administer programs, services and activities for members

**Health and Safety**

3. Ensure a Healthy and Safe Environment

**Technology**

4. Update and maintain skills in use of current technology and information

**Supervision**

5. Ensure a productive work environment by participating in training and staff meetings

**Partnership Development**

6. Develop partnerships with parents and school/building faculty

**Additional Responsibilities**

1. May consult with parents concerning member issues;
2. Exercise authority in problems relating to members; utilize guidance and discipline plans
3. May participate in special programs and/or events;
4. Other duties assigned.

### **Relationships**

**Internal:** Maintain close, daily contact with BGCSECT staff (professional and volunteer), BGCSECT members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/ instruction; instruct, and advise/counsel.

**External:** Maintain contact as needed with school/building faculty, community groups, Member's parents and others to assist in resolving problems.

### **Skills/Knowledge Required**

- Knowledge of youth development
- Ability to deal effectively with members including discipline problems
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organizational, staff and project management abilities
- Ability to deal with the general public

### **Physical Requirements/Work Environment**

Must meet physical requirements of the job

**GREAT FUTURES START HERE.**