



Youth Development Professional

Position Start Date: Calendar Year 2020-2021

Position Type: Part-time Position – Non-exempt

Compensation: \$15.00 hour

Benefits: Paid Sick Time, Paid Birthday, Retirement

Reports To: Program Director & CEO

Hours: Monday – Friday, plus some nights and weekends will be required for scheduled meetings and events.

Purpose of Position:

Program Specialists plan, develop, implement, supervise and evaluate activities provided within a specific program area, such as Education and Career Development, Technology, Character and Leadership; Health and Life Skills; The Arts; Sports, Fitness and Social Recreation. Program Specialists will maintain the integrity of the Boys & Girls Clubs of Flagstaff mission and goals demonstrating the Club culture and values at all times.

Key Roles:

Prepare Youth for Success

Create an environment that facilitates the achievement of Youth Development Outcomes:

- Promote and stimulate program participation
- Register new members and participate in their club orientation process
- Assist youth with goal setting and skills development
- Provide guidance and role modeling to members

Program Development and Implementation

Prepare Youth for Success

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Program Development and Implementation

- Effectively develop and implement programs, services and activities for members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.
- Prepare periodic activity reports, administer surveys, track progress and make continuous program improvements.
- Update social media platforms

Minimum Qualifications

- 1 year experience working with youth and a solid understanding of youth development
- An ability to work with diverse ages, including teens
- High School Diploma/GED and some college course work preferred
- Fingerprinting/criminal background check is required
- Proficient in communicating in English (reading, writing, speaking)
- Second language highly desirable, in particular Spanish or Navajo
- Available to attend staff meetings
- Ability to motivate and engage youth and manage behavioral challenges with peer mediation.
- Ability to effectively communicate with youth, parents, staff, volunteers, and teachers.
- Ability to adapt to changes in a highly energetic work environment.
- Work-study eligible- preferred but not required.

Physical Demands:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and stand for extended periods of time. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. The employee is required to drive a vehicle for extended periods of time. Specific vision abilities required by this job include depth perception. The employee is required to sit for periods of time to perform functions on the computer.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and extreme cold. The noise level in the work environment is usually moderate to high.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of the Boys & Girls Club of flagstaff to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

To Apply: Please send letter of interest and resume to both Trina Siegfried and Mark Cox:

tsiegfried@wusd2.org and mark.cox@bgcflag.org.

Call Trina Siegfried at 928-635-4428 for more information.