



**BOYS & GIRLS CLUBS
OF METRO TULSA**

POSITION DESCRIPTION

TITLE: Youth Development Professional (YDP)

REPORTS TO: Unit Director

Compensation: \$13.18/Hr.

WORK SCHEDULE: Part-time, non-exempt; generally scheduled between:
During School Year: 2pm-6:00p; Monday-Friday
During Summer: 8:00a-6:30p; Monday-Friday

Exempt

Non-Exempt

PRIMARY FUNCTION:

The Youth Development Professional (YDP) is responsible for overseeing the planning, development, implementation, supervision, and evaluation of a broad range of Elementary, Middle, and High School programs for youth within a designated Club. These programs are designed to increase opportunities for member success in three primary areas: academic success, healthy lifestyles and community involvement. The Youth Development Professional must possess an ability to get along with diverse personalities and display tact, maturity and, professionalism on a daily basis.

KEY ROLES(Essential Job Responsibilities):

Actively supervise Club members in activities inside and/or outside of the facility at all times.

Ensure Club members' safety and well-being at all times by adhering to policies and procedures.

Promote and stimulate participation in Club programs and activities.

Provide guidance, mentorship, and role-modeling to Club members.

Effectively implement drop-in activities and/or group programming.

Attend and participate in weekly staff meetings.

Maintain communication with Site Director and other staff members.

Complete necessary documentation such as:

- o Member participation
- o Pre- and post-testing scores
- o Program evaluations
- o Accident reports

Report to every scheduled shift on time and fully prepared.

Complete daily cleaning and maintenance assignments to ensure quality appearance of Club.

ADDITIONAL RESPONSIBILITIES:

Maintain a high standard of customer service when dealing with Club members, parents, volunteers, staff, and general public.

Participate in special programs or events.

Meet and/or communicate directly with parents/teachers regarding member needs/accomplishments.

Good oral and written communication skills.

Recruitment and the ability to work late evenings and some weekends will be required for a High School staff YDP.

SUPERVISORY RESPONSIBILITIES

Directly supervise 20 Club members daily.

Allocate job responsibilities and monitor work of volunteer staff.

GENERAL BOYS& GIRLS CLUBS OF OK COUNTY EXPECTATIONS:

Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.

Modeling Healthy Behavior—teaching youth the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.

Inclusive Environment—BGCOKC values creating youth-friendly environments where youth of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.

Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

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Requirements:

Experience with school age youth

High School Graduate

Must be at least 18 years old