

Youth Development Professional – Hope Academy

Pay: From \$15.00 per hour

Job description:

Boys & Girls Clubs of Grand Rapids Youth Commonwealth currently has Youth Development Professional positions available within our Hope Academy Satellite Site! This is a great opportunity for; those who want to work towards a rewarding career in the area of youth development and *have experience with youth*, 1st-7th grade. If you have a passion and desire to support our mission & vision, this is the place for you!

Candidates who are Spanish bilingual are preferred.

Vision: Our vision is to enhance the community's social and economic fabric by establishing a culture of opportunity for all youth to discover and achieve their dreams.

School Year Hours:

Monday, Tuesday, Thursday 2:30pm-6pm

Wednesday 1:30pm-5pm

Pay: \$15.00 an hour

All candidates must be able to successfully complete all criminal/reference background checks. Must be at least 18 years old to apply.

PRIMARY FUNCTION: Provide a safe and positive environment that aligns with the Formula for Impact plan and other key youth development strategies. Assist in the planning, implementation, supervision and evaluation of assigned activities.

KEY ROLES (Essential Job Responsibilities):

- Create and facilitate a safe and positive environment that facilitates the achievement of Youth Development Outcomes
- Ability to travel between Club locations as necessary to provide program assistance
- Works with the Site Coordinator and program staff of to identify, develop, and implement additional Club wide programs designed to produce the desired outcomes outlined in the organizational Formula for Impact plan including social and emotional learning
- Provide guidance to Club members and serve as a role model
- Ensure a productive work environment by participating in evaluations annually to discuss knowledge and ability to demonstrate positive behavioral management and trauma informed care

Additional Responsibilities:

- Assist in daily building clean up: overall facility housekeeping, program area, restrooms, kitchen and entry ways
- Participate in weekly Club staff meetings, monthly Organizational meetings and quarterly trainings which may include occasional weekends
- Participate in special programs and /or events as necessary for programming needs. This may include occasional weekends
- May be required to drive an organizational vehicle
- Other duties as assigned
- Handle and serve food

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma or GED Equivalent
- Experience working with youth ages 6-13
- Knowledge of youth development
- Ability to motivate youth and manage behavioral problems in a supportive manner
- Ability to deal with the general public
- Ability to develop, plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- CPR and FIRST AID Certified or ability to be certified
- Valid State ID

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical requirements 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 job functions. While performing the duties of this job the employee is frequently required to walk, sit and stand; talk or hear; use hands to finger; handle or feel objects, tools or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift and/or move up to 50 pounds. Must be able to stand for extended periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office setting to moderate and usually loud in recreation and play settings when children are present. All employees working directly with children at all Boys & Girls Club of Grand Rapids Youth Commonwealth locations may be required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.