



Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

POSITION TITLE: Bilingual Youth Development Specialist

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director/Site Coordinator

JOB SUMMARY:

Responsible for implementing and leading activities provided within any of the PRIORITY OUTCOMES as assigned by the Unit Director in the areas of: Academic Success, Good Character & Citizenship, and Healthy Lifestyles.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Provide guidance and act as a role model/mentor to assure conduct, safety and development of all members.
- Responsible for creating and upholding behavior standards and consequences for youth throughout the Club.
- Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily: fun, supportive relationships, safe and positive environment, opportunities and expectations and recognition.
- Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor.
- Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.
- Assist with communication and translation for spanish speaking members and families

Program Implementation:

- Effectively implement and administer programs, services and activities for drop-in members and visitors ages 6-18.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times.
- Work with Club staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program area.
- Assist with food service in the Club, following all Food Bank/Health Dept. safe food handling protocols.

ADDITIONAL RESPONSIBILITIES:

- Will participate in the implementation and delivery of other unit activities and events as necessary.
- May consult with parents concerning member and unit issues.
- May handle financial transactions.
- May assist in new member registration and orientation.
- May be required to participate in weekly unit meetings.
- May be required to accompany staff on field trips.
- Some overtime may be required.
- Will assume other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- High School graduate or GED.
- Interest in working with children.
- Bilingual.
- Ability to motivate youth and manage behavior problems.
- Demonstrated ability to deal with the general public.
- Ability to implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License.
- Must pass background check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to work in a fast-paced, chaotic and loud environment. Ability to drive, push, pull, climb, reach, stoop, lift, grasp, balance, walk, hear, read, see, and verbally communicate. Ability to use fingers and perform repetitive motions. Ability to use the telephone, computer, fax. Ability to continuously stand or walk. Ability to lift up to 50 pounds occasionally.

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.

Boys & Girls Clubs of Larimer County is an Equal Opportunity Employer

Apply by submitting a resume to careers@bgclarimer.org. Please include resume, cover letter, and three references.– Be sure to add complete job title in subject line of your email.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Operating Officer Date