



**BOYS & GIRLS CLUBS**  
OF LARIMER COUNTY

*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:** Summer Youth Development Specialist

**REPORTS TO:** Club or Program Director

**TERM DATE:** May 26, 2020 - July 31, 2020

**JOB SUMMARY:** This summer program position will help to foster a fun, safe, and positive after school experience for kids between the ages 6-18 years old. This individual will assist in one or more of the following program areas: homework help, technology, sports, recreation and the arts.

**CORE RESPONSIBILITIES**

- Ensure the physical and emotional health and safety of Club members (kids and teens) at all times
- Provide guidance and act as a role model/mentor to assure conduct, safety and development of all youth
- Promote and stimulate program participation
- Implement community builder and energizer activities daily
- Bring in new ideas for quality programming
- Provide services to bilingual families
- Assist Clubs across Larimer County

**RESPONSIBILITIES OF A YOUTH DEVELOPMENT PROFESSIONAL :**

*INSPIRE FUN*

- Smile and make each child feel welcome
- Give high fives to all youth that enter the space and be excited to see them
- Participate in all Club staff dress up and theme days
- Be engaged and participate in the space you are working in while effectively supervising the full space
- Bring innovative and fun programming ideas to the team

*BUILD SUPPORTIVE RELATIONSHIPS*

- Build positive relationships with youth by taking the time to learn about them and engage in their interests
- Remember all kids and teen's names and the important details in their lives
- Assist the Club Director and Program Director in implementing individualized youth success plans
- Encourage youth to try new things and take on new challenges
- Notify parents when their child does something great

*RECOGNIZE YOUTH*

- Greet all members by their first name when they enter the Club
- Use positive reinforcement to encourage good behavior
- Give out awards to youth and display their work throughout the Club
- Celebrate Club member's successes and cheer them on

*DELIVER OPPORTUNITIES & EXPECTATIONS*

- Hold all youth accountable to the rules of the Boys & Girls Club
- Set high expectations for all youth



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- Seek out new and innovative activities to implement at the Club that could expose youth to new possibilities
- Model integrity and good character at all times

**ALWAYS UPHOLD SAFETY**

- Adhere to all of Boys & Girls Club's standard safety policies and procedures
- Keep all program areas clean and well maintained
- Ensure youth are interacting in safe ways at all times
- Ensure that youth feel safe in their after school environment at all times
- Hold youth accountable to treating others with respect and dignity

**ADDITIONAL RESPONSIBILITIES:**

- Some overtime may be required.
- Hours may vary depending upon the local school district's calendar
- Food Service may be required.
- Will assume other duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

1. High School graduate or GED
2. Spanish speaking preferred
3. Interest and experience in working with children.
4. Mandatory CPR and First Aid Certifications.
5. Valid State Driver's License.
6. Must pass background check and drug test

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:** Ability to work in a fast-paced, chaotic and loud environment. 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*

**We Offer:**

- An opportunity to help positively shape the next generation of leaders
- A supportive team
- Personal and professional growth opportunities
- An engaging and fun work environment

**Pay Range: \$13.00 - \$15.00 per hour**