



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: Youth Development Specialist

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Club Director

FLSA: Part Time, Non-Exempt

SALARY REQUIREMENTS: Hourly \$12.50-\$13.75

Boys & Girls Clubs of Larimer County are pivoting to create full-day, in-person, Remote Learning Centers for local youth to have a safe place to go while schools are operating in virtual learning mode.

HOW TO APPLY:

The application link can be found at the following link <https://www.begreatlarimer.org/careers/>. All candidates must complete the internal application in order to be considered for the position.

JOB SUMMARY:

This position will help to foster a fun, safe, and positive out of school experience for elementary-aged youth located in an Elementary School within Thompson School District. This individual will assist in creating, implementing, and leading activities in the areas of: homework help, technology, sports, recreation, character and leadership and the arts.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Foster and cultivate a safe, inclusive and equitable environment for youth and staff at all times.
- Provide guidance and act as a role model/mentor to assure conduct, safety and development of all youth.
- 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 the supervisor.
- Maintain close professional contact with all staff members, supervisor, and volunteers.
- In the absence of the Club Director, serve as the leader for the Club site.
- Assist Club Director with parent communication.
- Create and maintain positive relationships with the school personnel.

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 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
- 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.

WORK SCHEDULE:

- Typically a 12-25 hour work week, Monday through Friday, hours may vary with the workload. Split shifts may be required.

SKILLS/KNOWLEDGE REQUIRED:

1. High School graduate or GED
2. Spanish speaking preferred
3. Minimum of 460 hours of experience with school age 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, reach with hands and arms, and stoop, kneel, crouch, or crawl. 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