PRIMARY FUNCTION

Responsible for providing mentorship and engage youth members in activities, which enable them to develop self-confidence and reach their full potential as responsible, caring citizens. Directs the planning and implementation of National Club Programs and Local Initiative Activities that will leave a positive impact on youth members, while maintaining a positive, safe environment and atmosphere at all times.

PROFESSIONAL STANDARDS

1. LEADERSHIP
   - Develop commitment from members to ensure active participation in Programs and Activities.
   - Empower members to be leaders through positive role modeling.
   - Facilitate National Program sessions and Local Initiative Activities in the following areas: Character & Leadership, Education & Career Development, Health & Life Skills, The Arts, and Sports, Fitness, & Recreation.
   - Provide recognition to members through ASSET validations, healthy incentives, and affirmation on a regular basis.
   - Team building mentality is exemplified in all work done.
   - Positively influence and uplift members and other affiliates.
   - Follow all policies and procedures at all times.

2. MANAGE & DEVELOP RESOURCES
   - Monthly program planning is required to ensure preparation and successful programs and activities.
   - Attend and participate in Staff Trainings; apply knowledge gained post-training.
   - Manage and embrace the Youth Development Strategy, ASSET, and Boys & Girls Club Cultures and philosophies.

3. COMMUNICATION
   - Must be able to inform important and relevant information in Staff Meetings and to members, parents, co-workers, Program Coordinator, Site Director and other Boys & Girls Club affiliates.
   - Must be able to listen to co-workers, parents, youth members and community and other Boys & Girls Club affiliates.
   - Must be able to present important and relevant information and/or presentations through program facilitation, staff meetings or trainings, and/or other Boys & Girls Club events.
   - Must be able to write and compose clear, concise, accurate written documentation and data reports.
4. **SUPERVISION & SAFETY**
   - Must be able to supervise youth members during program time.
   - Provide sound and reasonable discipline of youth members at necessary times through written documentation (i.e. write-up), parent phone call.
   - Practice and constantly be aware of safe practices like Crisis Management, Emergency Preparedness, CPR and First Aid, etc.
   - Maintain a clean and orderly work space at all times.
   - Able to identify and react safely to potential hazards, emergency situations, and crisis situations.

### QUALIFICATIONS

1. **Skills/Knowledge:**
   - Must be at least 18 years of age and have valid identification.
   - Knowledge of basic youth development, the Boys & Girls Club movement, or similar concepts.
   - Ability to organize, supervise, and discipline youth members safely.

2. **Education:**
   - High School Diploma or GED.
   - Must meet the requirements of an Instructional Aid in the San Marcos Unified School District.
   - Meet Staff Training requirement of 4 hours and 2 trainings every 6 months.

3. **Experience:**
   - Work experience with a Boys & Girls Club or other youth serving organization preferred.

4. **Other:**
   - **Physical Requirements/Work Environment**
     - Maintain a high energy level.
     - Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
     - Speak clearly and hear normal conversations as well as out of the ordinary noises.
     - Sit or stand for four plus hours per day.
     - Stoop, bend, climb, and walk frequently.
     - Lift up to 40 pounds.
     - No tuberculosis – doctor verified

**Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualification or objective required of employees assigned to this job. Employer or employee may terminate the employment relationship at any time with or without cause.

**COVID-19 Response Addendum**

In response to COVID-19 and to ensure a safe re-opening of the BGCSM, all employees will be asked to adhere to additional policies and procedures, including daily temperature taking, wearing of masks and gloves at all times during the workday, and maintaining 6-feet minimum of social distancing. Additional training regarding aforementioned policies and procedures will be provided to all Youth Development Professionals who will be working within the Boys & Girls Club of San Marcos facility prior to them entering the workplace.