

GREAT FUTURES START HERE.



VACAVILLE NEIGHBORHOOD
BOYS & GIRLS CLUB

OPEN POSITION

TITLE: Youth Development Professional (YDP)
DEPARTMENT: Programs
REPORTS TO: Site Director

PRIMARY FUNCTION:

Get paid to play! The Vacaville Neighborhood Boys & Girls Club is hiring for a rewarding position. If you are a positive role model and love working with children ages 5-6, 7-12 or teens, are a leader, creative, and know a lot of fun games and activities, and can make learning fun then you are the right fit!

Youth Development Professionals implement programs, supervises, and evaluates activities provided within a specific program area such as: academics, character & leadership development, health & fitness, the arts, or recreation.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Provide an element of fun with safety in mind
 - Promote and encourage program participation
 - Provide guidance and role modeling to members

Program Development and Implementation

1. Effectively implement and administer programs, services and activities for Club members
2. Monitor and evaluate programs, services and activities to ensure safety of members. Ensure quality in programs and appearance of the Club at all times. Prepare periodic activity reports.

Supervision

1. Ensure a productive work environment by participating in staff meetings.
2. May be required to open, close, and clean facility.
3. May be required to record statistical data.
4. May be required to serve program snack.

ADDITIONAL RESPONSIBILITIES:

1. May be required to participate in special programs and/or events.
2. May be required to drive Club van.
3. May be required to do inventory.

RELATIONSHIPS:

Internal: Maintains close daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Experience in working with children (non family members).
- Knowledge of youth development.
- Ability to motivate youth and manage behavioral problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid California State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- May be required to do occasional lifting up to 20 pounds.
- Staff may but are not required to participate in recreational activities.

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.

If interested, fill out the employment application on www.vnbgc.com/about and return to

**100 Holly Lane
Vacaville, CA 95688**