



POSITION DESCRIPTION

TITLE: Youth Development Professional – All Sites

REPORTS TO: Site Director

FLSA STATUS: ___ Exempt ___X___ Non-Exempt/Part-Time

PRIMARY FUNCTION:

The Youth Development Professional will be responsible for overseeing the delivery of a broad range of programs and services to our Club Site locations located in Monterey Park, La Puente, Los Angeles, Boyle Heights and Lincoln Heights areas. BGC of West San Gabriel Valley, BGC La Puente, Ramona Gardens, Estrada Courts and William Mead. Plan and implement program activities with particular focus on asynchronous work/homework help and enrichment activities. Staff will follow and implement program and student work schedule on a daily basis.

KEY ROLES (Essential Job Responsibilities):

1. Help children with Homework (Asynchronous work)
2. Follow daily activity plans for enrichment and physical activities
3. Implement discipline techniques and classroom management
4. Ensure all youth are properly supervised and encouraged to participate in activities
5. Record and submit daily attendance of participants

ADDITIONAL RESPONSIBILITIES:

1. Always practice and lead with kindness ,respect and compassion
2. Work with staff on special events to carry out programs in all departments.
3. Assume other duties as assigned.
4. Develop and maintain relationship to increase club visibility within club and community

CONDITION OF EMPLOYMENT AND BENEFITS:

This is a part-time, non-benefited, non-exempt position. This position requires the candidate to be available for work Monday-Friday approximately 1:30PM-7:00PM. Requires occasional weekend work as well.

Minimum qualifications:

High School Diploma

Background and Fingerprint Clearance

Salary Range: \$18.00 - \$21.00 hr DOE

Hours per week:

20-27 hours

2024

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Able to climb stairs, lift items and perform active programming needs. Ability to perform any other position duties throughout the site.

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.

Signed by: _____

Date: _____

Approved by: _____
Supervisor

Date: _____