



POSITION DESCRIPTION

TITLE OF POSITION: YDP- Fine Arts

DEPARTMENT NAME: Fine Arts

REPORTS TO: Fine Arts Director

FLSA STATUS: Full Time Non-Exempt/Part Time

PRIMARY FUNCTION:

The Youth Development Professional- Fine Arts is responsible for assisting the Fine Arts Director with programming for youth ages 6-18 yrs of age. YDP primary focus is to implement fine arts programming in art studio and will provide enrichment projects and sessions that support Fine Arts BGC programming throughout the Boys & Girls Club location Programming may not be limited to main site and could potentially grow into other locations and Pop-Up services.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Provide Mentoring, Leadership and Supervision to assure proper conduct, safety and development of participants in line with our mission.
- Ensure program schedule is followed on a regular basis and all objectives of club programs are achieved.
- Ensure program schedule is complete and submitted for approval 90 days before Spring, Summer and Fall programming.
- Provide structured daily developmentally appropriate programs and encourage member participation of program.
- Maintain close communication with Supervisor and provide tracking data, program progress and concerns.
- Responsible for daily tracking of attendance, permission slips and other data needed to ensure program reports and updates are turned in on a timely manner.
- Provide case management for specific program measures to ensure success of the program.
- Ability to develop programs based on knowledge/interests. (i.e. Fine Arts, etc.) and provide age appropriate programming lessons.
- Provide ongoing opportunities for growth and development of youth.
- Provide opportunities to observe holidays that explore cultural diversity. (Cinco De Mayo, Chinese New Year, Etc...)

- Promote achievement through displays of recognition on the walls of the club (Pictures, Projects, Awards)
- Participate in two art showcases/ Fine Art events that highlight the work and projects youth have completed under our programming.
- Ensure proper inventory is updated and inform Fine Arts Director of any major maintenance concerns and programming needs.
- Other duties as assigned will be required as well including transportation and Club duties. You must be flexible as determined by the needs of the program (occasional Saturdays and late night hours).

SKILLS/ KNOWLEDGE REQUIRED:

- Always practice and lead with kindness, respect and compassion
- College degree or equivalent.
- Strong project management, administrative and organizational skills, including supervision of suppliers, contracts and volunteers.
- Able to manage multiple priorities and be attentive to details.

Condition of Employment, Benefits and Minimum Qualifications: 1-3 years experience working in related field preferred and possess a Bachelors Degree in a related field. Years of experience in related field may, but not necessarily will, offset education requirement. Submit to a fingerprint/background check; submit a clean DMV H6 report form and CPR and First Aid Certification. Must be professional and maintain Boys and Girls Club standards.

SALARY RANGE: \$17.00 - \$21.00hr DOE

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: _____
Incumbent Date

Approved by: _____
Chief Operations Officer Date