



BOYS & GIRLS CLUBS
OF THE GREATER CHIPPEWA VALLEY

Youth Development Specialist

TITLE: Summer Program - Youth Development Specialist

DEPARTMENT: Programs

REPORTS TO: Center Program Coordinator

PRIMARY FUNCTION:

The Youth Development Specialist has the primary responsibility to assist the Program Coordinator in overall Club center operation as it pertains to programming, including the areas of program planning, coordination & implementation; equipment maintenance; member supervision.

KEY ROLES (Essential Job Responsibilities):

- Implementation of programs that meet community and membership needs within the Boys & Girls Club mission.
- Responsible to assist the Program Coordinator in member recruitment & supervision as it pertains to the age group assigned.
- Special event & field trip implementation.
- Responsible for daily activity program reports.
- Responsible for member special recognition opportunities.
- Various duties as deemed necessary per center location.
- Responsible for cleaning and maintenance of equipment, supplies, and program areas at the site location assigned.
- Responsible for Club policy adherence.



BOYS & GIRLS CLUBS
OF THE GREATER CHIPPEWA VALLEY

SKILLS/KNOWLEDGE REQUIRED:

- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, volunteers, community groups, and other related agencies.
- Valid driver's license with good driving record and ability to drive club vehicles is preferred.
- Fun, energetic, ready to have fun and learn with kids

Signed by: _____
Date

Approved by: _____
Center Director Date