

# Youth Development Specialist

Boys & Girls Clubs of the Fox Valley –

## Part-Time positions open in various Fox Valley Boys & Girls Clubs

If you are looking for a rewarding, challenging, and inspiring opportunity to make a difference, then the Boys & Girls Clubs may be the place for you! Join an amazing team of caring, supportive people working hard and having fun while giving young people in our communities the opportunities and support they need to reach their full potential.

**Primary Function** The Youth Development Program Specialist will be responsible for assisting with planning, implementing, supervising and evaluating activities in a variety of areas, such as academic, computer lab, arts and crafts, physical education, good character and Citizenship, and health and wellness.

### Responsibilities

- Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in program at all times. Provide guidance and role modeling to members.
- Responsible for coordinating, promoting, and stimulating participation in programs at the Club.
- Ensure a healthy and safe environment, supervising members in program area.
- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Prepare periodic activity reports.
- Assist with daily activities
- Prior to its start, will ensure all equipment needed for programs/activities is gathered and in working order.
- Actively engage Club members in programs and activities and encourage participation by all members.
- Record participation numbers for all programs/activities facilitated.

### Skills and Knowledge Required

- A High School Diploma or equivalent.
- A thorough knowledge of Boys & Girls Club of the Fox Valley mission, objectives, policies, programs and procedures.
- College or teaching experience preferred
- Knowledge of youth development
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability and desire to work with youth ages 6-18 in a variety of environments, including small group and large group settings
- Ability to motivate youth and manage behavior problems.
- Must possess excellent verbal and written skills.
- Ability to establish and maintain effective working relationships with all Club personnel, Board of Directors and Club parents.

### Equal Employment Opportunity Statement

The Boys & Girls Club of the Fox Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics and complies with applicable federal, state and local laws governing nondiscrimination in employment.