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**Youth Development Specialist**

**Position Summary**:

The youth development specialist will provide programs and services on a daily basis to youth enrolled in the club, understand and implement the Mission of Union League Boys & Girls Clubs. The program specialist will serve as the direct supervisor for youth members. In our club, there are areas that you as a potential staff person need to make sure we are developing. These areas are: Good Character and Citizenship, Academic Success, and Healthy Lifestyles.

**Responsibilities**

* Executes programs designed by the coordinators
* Assures members are safe and engaged in activities
* Encourages emotional, social, and educational growth of individual members
* Direct supervision of club youth members
* Follow program design of the coordinators
* Assists coordinators in assuring all materials for the day are prepared
* Assures program areas are left cleaned and organized at the end of the day
* Other possible responsibilities pertaining to the club include, but are not limited to:
  + Data entry
  + Staff supervision
  + Chaperone for field trips
  + Moving materials from the club to school, or school to club

**Program Staff Qualifications Requirements**:

**Knowledge**:

* Demonstrate knowledge of principles related to youth development
* Ability to plan effectively
* Group leadership skills
  + including and understanding of group dynamics and discipline
* Understanding of the population of youth served.

**Education**:

Employees need to be 18 or older and be enrolled in college or have some college courses.

**Experience**:

Have worked or volunteered with children.

**Scope of Authority:**

The Youth Development Specialist’s direct supervisor is the Youth Development and Programs Coordinator.

**Skills Needed:**

* Communicate, listen and understand the children. Provide them with correct and timely information and feedback when requested.
* Decision Making: Youth Development Specialist will inform the Youth Development and Programs Coordinator about the problem and will try to come to a solution. If a solution cannot be reached, the Assistant Club Director and/or the Director of Club Services will be contacted to resolve the problem.
* Leadership–Be a Role Model for Co‐Workers, volunteers and especially members.
* Enhance and encourage the members to strive to meet their goals.
* Personal Initiative to work and to achieve higher levels of responsibility to better serve the youth in all programs.
* Planning and organizing by coming in and working on special days to accomplish the task and goals needed to implement the programs and activities for our youth such as: Youth of the Year Award, Youth of the Month Award, annual Gala, and other organization events.
* Promote a Safe, and healthy environment. Making sure that the members know the safety rules of the Club are understood and met.

**Desired Qualifications**

* Desire and ability to work with children
* Ability to accept supervision and guidance
* Good character, integrity and adaptability
* Enthusiasm, good judgment, patience and self-control
* Positive example for youth and peers in appearance, attitude and behavior
* Must participate in required trainings by the Club, County, State, and/or funders

**Other Requirements:**

* Must be at least 18 years old
* Be enrolled in college or have some college credits
* Must be able to pass a criminal background check and drug test
* Must attend all staff meetings
* Responsible for all activities or program areas from beginning to end
* Be able to maintain high level of energy.
* Be adaptable and be flexible to change.
* Assume other responsibilities as assigned by supervisor