



Youth Development Specialist

Location: Pierre, SD

Agency: Boys and Girls Club of the Capital Area

Employment Category: Hourly

Employment Type: Part time, up to 19 hours per week. Mostly afterschool hours, but does require occasional work hours during the day

Wage: 12/hr.

Position Description: Plan and lead a variety of activities within a specific program area, such as Academic Success, Social Recreation, Arts & Crafts, Outdoor/Environment and Physical Education.

Primary Responsibilities:

- Creates an environment that facilitates the achievement of positive youth development
- Promotes and stimulate program participation
- Supervise members in program area, while assisting with and maintaining club program goals and settings that insure the health and safety of members
- Ensure that members: actively participate in a variety of programs and activities; seek advice and guidance from staff in regard to problems; receive caring supervision, respect, and recognition for their efforts
- Organize and implement a range of program services and activities for enrolled members and visitors that are fun, instructional, and competitive, and that incorporate team building skills; initiate new programs with the approval of the Program Director; make recommendations concerning programs
- Focus on maintaining a safe, positive atmosphere for all youth
- Exhibits a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children
- Effectively plan and lead programs, services and a variety of activities for members
- Facilitates National Boys and Girls Club programs
- Participates as an active, positive team member with supervisor, other staff, volunteers and members at all times by communicating effectively
- Be aware of safety procedures for fire, tornado, lock down
- Ensures a productive work environment by participating in staff meetings
- Plans and leads special programs and/or events at site as needed
- Responsible for care and maintenance of program equipment, supplies and facility including daily clean up and proper use
- Ensure safety, positive values and ethical behavior through quality in programs, and the appearance of the Club, at all times.

- Provide guidance to members; act as role model
- Contribute to the overall climate for youth development

Requirements

- Must be 16 years old
- Experience working with youth in grades K -12 or an equivalent combination of education and experience
- Strong interpersonal and communication skills
- Ability to multi-task
- Experience in conflict resolution or crisis management
- Knowledge of youth development
- Ability to motivate youth and manage behaviors
- Ability to plan and implement quality programs for youth
- Ability to work effectively as part of a team
- Demonstrated creative, organizational, and project management abilities
- Ability to deal effectively with members, including disciplinary issues
- Demonstrated ability in relationship building and working with young people and parents
- Must be able to complete tasks while working in a busy and noisy environment.
- Mandatory CPR and First Aid Certification. If not currently certified, employee will be required to obtain certifications within 90 days of employment.

For more information on the position contact Samson Boutchee, BGCCA Asst. Director at 224-8699.

To apply, complete a CACS application and submit to Samson Boutchee at BGCCA. The application can be found on the CACS website, cacsnet.org. Just click the Career tab, Join Our Staff, and then Employment Application Form.