



EMPLOYMENT OPPORTUNITY

ORGANIZATION: Jackie Robinson Boys & Girls Club

TITLE: Youth Development Professional (Part Time) – JRBGC

LOCATION: Cairo, Georgia

Job Summary:

The Youth Development Professional plans, implements and supervises Club members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

Key Roles: (*Essential Job Responsibilities*)

- 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, that incorporate team building skills; initiate new programs with the approval of the Club Director; and make recommendations concerning programs.
- 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.
- Assist in maintaining inventories of all program equipment and supplies; ensure all related supplies and equipment are maintained in good order (cleanliness and up keep of Program Area after use).

Knowledge/Skills Required:

- High school diploma or GED
- Experience in working with children and knowledge of youth development
- Ability to effectively manage and motivate youth, including those with disciplinary issues
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Ability to build relationships with young people and parents
- Demonstrated creative, organizational, and project management abilities
- Mandatory CPR and First Aid Certifications
- Valid State Driver's License
- Must be at least 18 years of age and pass background check

Additional Responsibilities:

- May participate in special programs and/or events
- May be required to drive Club van

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.

For questions or to apply, contact Stephen Francis at 229-378-3099 or email sfrancis@mnw-bgc.org.