



BOYS & GIRLS CLUBS
OF TUSTIN

BOYS & GIRLS CLUB OF TUSTIN
JOB DESCRIPTION
Youth Development Professional

General Function:

Under the direct supervision of the Program Director, the Youth Development Professional will provide a comprehensive sports and fitness program that will include age and gender specific sports leagues, large group games, fitness activities, and hourly/daily athletic events, and will develop standards for the athletic program and gymnasium area that will benefit youth ages 5-18 years of age.

Job Segments Responsible for:

- A complete knowledge of Club operations and policies/procedures.
- Planning and organizing age specific activities for 6-9, 10-12, 13-15, and 16 and over groups in the gymnasium area while providing an appropriate reward system for members:
- Obtaining further education and/or training needed for position, with training reimbursed at the discretion of Club management. This will enhance the ability to write grants and raise additional funds.
- Promoting, organizing, and overseeing seasonal sports leagues for all age groups and gender. Included are basketball, hockey, soccer, flag football, and other leagues as determined by the Club management team.
- Consistently enforcing Club standards/rules and providing a fun and safe environment, while keeping the gymnasium clean and presentable to our membership and the general public.
- Advertising gym events in a timely manner & updating bulletin boards & flyers (*Note: all signs, flyers, and posters must be approved by management team).
- Turning in a planning log listing the week's activities to the Program Director a week in advance.
- Administering of all National Boys & Girls Clubs of America programs relevant to area.
- Attendance at all scheduled staff meetings and training and checking staff box daily for assignments.
- Wearing staff shirts, and maintaining appropriate clothing, appearance, and language at all times.
- General supervision, maintenance and upkeep of gym and equipment supply rooms.
- Representing the Club as needed for fund-raisers, special events, and excursions.
- Supporting or filling in for other staff and supervisory positions as needed.
- Obtaining/maintaining CPR & First Aid certification and Youth Bus Certification.
- All other duties as assigned by the management team to ensure the success of the organization.

Qualifications/Experience:

- College degree or credits desirable related to field or program.
- Experience in working with youth-oriented programs. Must be able to administer and maintain sports & fitness programs with innovation, commitment and follow-through.
- Must possess oral & written communication skills and the ability to work with community organizations & partner agencies.
- Must be a positive role model, energetic, tactful, mature, flexible, and possess the ability to get along with diverse personalities and populations of youth.

PLEASE SEND RESUMES TO CDELATORRE@BGCTUSTIN.ORG