BOYS & GIRLS CLUBS
OF YELLOWSTONE COUNTY

POSITION DESCRIPTION

TITLE: Youth Development Assistant

PERFORMANCE PROFILE: Youth Development Professional

DEPARTMENT: Clubhouse Operations

REPORTS TO: Club Program Manager

□ Exempt   ■ Non-Exempt

Primary Functions:

Serve as a role model for Club members, age 6 to 18, provide supervision to ensure members have a safe, positive environment and help deliver daily programs and activities.

Key Roles:

- Provide guidance and role modeling to members

- Assist with creating a safe, positive environment that promotes member participation and facilitates the achievement of the Club's mission and member outcomes.

- Assist with delivery of programs, services and activities for drop-in members and visitors.

- Actively participate in Clubhouse training, planning and meetings to ensure a fun member experience.

- Assist with special events and activities.

- Perform other duties as assigned.

Relationships:

Internal:
- Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External:
- Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

Skills/Knowledge that are required:

- Desire to make a difference in a child's life in a fun, fast-paced, positive environment.

- High School diploma or GED.

- Valid State Driver's License

Skills/Knowledge that are helpful:

- Experience in working with children is a plus.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to organize and supervise children.
- Ability to deal with the general public.

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.

Employee	Date

Employer	Date