



**POSITION DESCRIPTION**

**REPORTS TO: Program/Club Director**  
**Revised: 01/16/2014**

**TITLE: Youth Development Program Specialist**  
**Part Time – Non-Exempt**

**PRIMARY FUNCTION:**

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Career and Leadership, Education, Special Education, Sports & Recreation, Arts, Computer, Health & Life Skills and Physical Education.

**RELATIONSHIPS:**

*Internal:*

Maintain 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:*

Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Knowledge of the mission, objectives, policies, programs and procedures of the Boys & Girls Clubs of the Emerald Coast; and the principles and practices of a non-profit organization.

**EDUCATION/CERTIFICATION:**

- High school diploma or GED, some college or college degree desirable.
- Mandatory CPR and First Aid certifications.
- Valid driver's license with good driving record and consistent access to a motor vehicle with appropriate insurance coverage.



**EXPERIENCE:**

- Experience in youth development and mentorship of youth.
- Demonstrated successful experience for similar organizations.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Ability to read and interpret documents such as safety rules, operating instructions, and policy manuals.
- Ability to write reports and correspondence.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to clearly and concisely exchange/receive ideas, facts and or technical information with others.
- Required to use hands to handle or feel and reach with hands and arms. Occasionally required to stand and walk and may occasionally lift and/or move up to 25 pounds.
- Ability to physically lift up to 25 pounds in an office environment for general filing, organizational, and storage purposes.
- Position requires the ability to work for prolonged periods of time at high levels of activity, managing multiple tasks with varying deadlines
- Required to operate a motor vehicle.

**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.

Signed by: \_\_\_\_\_  
Youth Development Program Specialist Date

Approved by: \_\_\_\_\_  
Program/Club Director Date

Reviewed by: \_\_\_\_\_  
Vice President of Finance & Human Resources Date