



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Posting

Youth Development Professional

TITLE: 21st CCLC Youth Development Professional
DEPARTMENT: Program
REPORTS TO: 21st CCLC Coordinator
STATUS Part-Time
CLASSIFICATION: Exempt Non-Exempt

Assists and supervises children in various programs such as academics, homework, character and physical fitness, with children in K-5th.

Responsibilities include (but not limited to):

KEY ROLES:

Prepare Youth for Success:

1. Ensure a healthy and safe environment, supervising members in program area.
2. Adhere to organizational policies and procedures in all programs.
3. Assist in the development of curriculum and recommend additional resources to be used in the program.
4. Monitor and/or supervise all activities, young people, and areas/locations as assigned.
5. Administer first aid when needed and complete an incident report for any situation causing injury to a member or requiring a member to receive medical attention.
6. Responsible at all times for each child present at the center. That is, to always be aware of what is going on around you for the purpose of the safety and well-being of each member.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

TO APPLY:

A high school diploma plus minimum 2 years experience working with youth ages 5 – 11 years old. Send cover letter and your resume to HR.

EOE/DFWP/SFWP