

## POSITION DESCRIPTION

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**JOB TITLE:** Youth Development Professional

**REPORTS TO:** Director/Chief Executive Officer

**DEPARTMENT:** Boys & Girls Club of Shinnecock Nation

**JOB STATUS:** Part-time (10-20 hours)

**SALARY:** \$16.50

**POSTING END DATE:** Until Position is Filled

**FLSA STATUS:** ☐ Exempt ☒ Non-Exempt

### PRIMARY FUNCTION:

Youth Development Professional will supervise and provide direction and mentorship for Shinnecock youth. These individuals will have expertise in the field of child development and/or children's mental health, as well as some knowledge in the following areas: early care, education, public health, physical and mental health, prevention, and Shinnecock culture and/or language. Youth Program Aide is responsible for the oversight of all Boys & Girls Club of Shinnecock Nation activities, maintaining partnerships with all local-level agencies and oversight of program implementation.

### KEY ROLES (Essential Job Responsibilities):

#### *Leadership*

1. Support Boys & Girls Club of Shinnecock Nation's programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment, and supplies.

#### *Strategic Planning*

3. Plan, develop, implement, and evaluate overall programs, services, and activities to ensure they meet stated objectives and member needs and interests.

#### *Resource Management*

4. Recruit and provide support for other staff and volunteers.

#### *Partnership Development*

5. Help maintain strong relationships with parents, community leaders, and organizations.

## **Youth Program Aide**

### *Marketing and Public Relations*

6. Maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

### **ADDITIONAL RESPONSIBILITIES:**

1. Work with staff on special events to carry out program objectives.
2. Exercise authority in problems relating to youth; utilize guidance and discipline plan.
3. Assume other duties as assigned.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Director/CEO to ensure program objectives and standards are met, discuss issues, advise, and provide/receive information.

**External:** Maintain contact with external community groups, schools, youth's parents and others to assist in resolving problems and to publicize Boys & Girls Club of Shinnecock Nation.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Possession of a high school diploma or higher
- A minimum of three (3) years work experience in a Boys & Girls Club or similar organization planning activities based on the developmental needs of young people, experience working in schools and/or the Shinnecock community, including serving on a Shinnecock committee/board and/or working with a Tribal department, or equivalent experience
- Strong "people skills"
- Strong communication skills, both oral and written
- Ability to deal effectively with members, including disciplinary problems
- Demonstrates strong ability to work with youth, parents, and community leaders.
- Understands the barriers to learning and the roles, developmental levels, age, cultures, race, sexual identity play and how their job functions relate to working with these domains.
- Knowledge of how mental health issues, substance abuse problems, and trauma affect children

### **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.

## Youth Program Aide

**Language Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area,

circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Contact Management systems.

**Certificates and Licenses:** Must possess a valid driver's license.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be loud.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 30 pounds. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk and sit.

**Additional Requirements:** All new employees of the Boys & Girls Club of Shinnecock Nation must submit to and pass a comprehensive background check, drug screening, and be finger printed.

**SUBMIT RESUME TO:** [LizaCoppola@shinnecock.org](mailto:LizaCoppola@shinnecock.org)