

# GREAT FUTURES START **HERE.**



**POSITION TITLE:** Youth Development Professional Lead  
**SITE:** Pasco & Kennewick Traditional Clubhouses  
**HOURS WORKED:** Part Time/ Non-Exempt/ Approximately 20-25 hours M-F  
**STARTING SALARY RANGE:** \$14.52-\$15.72 DOQ/DOE

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## ORGANIZATION DESCRIPTION:

The **Boys & Girls Clubs of Benton and Franklin Counties** is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of *Respect, Integrity, Stewardship, and Passion for Youth*; we provide a broad range of programs and activities focused on our priority outcomes of **Academic Success**, **Healthy Lifestyles**, and **Good Character and Citizenship**.

Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

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## POSITION SUMMARY:

Under the supervision of the Branch Director, the Youth Development Professional Lead is responsible for planning and implementing fun, creative, and meaningful activities for small group homework assistance, social emotional learning, and mentoring sessions. Leads are also responsible for ensuring program and grant reporting is done in a timely manner.

The Youth Development Professional Lead should enjoy working with youth, create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with children, families, staff, and community members.

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## QUALIFICATIONS:

- Minimum of one year experience working with youth.
- 18 years of age or older.
- Strong communication skills in person and over phone.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems.

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- Bilingual (preferred).
  - Comfortable with basic computer skills and capable of learning a software tracking system quickly.
  - CPR/First Aid Card (preferred).
  - Be able to lift 40lbs.
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### **JOB DUTIES:**

- Work with Program Director to complete lesson plans and implement programs.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Maintain grant records and reports for program participation.
- Create a program setting that ensures the health and safety of members.
- Plan and implement activities to meet the physical, emotional, intellectual, and social needs of the children in our program.
- Adapt instructional methods to meet children's varying needs and interests.
- Promote and market programs to Club members.
- Help to manage program supplies and equipment.
- Ensure participation of members in National Boys & Girls Club programs.
- Help organize activities and events to show case or highlight members.
- Help to maintain organization and cleanliness of building.
- Other duties as assigned.

### Application Process:

Please submit a cover letter and resume to [andrea@greatclubs.org](mailto:andrea@greatclubs.org). Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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