



**BOYS & GIRLS CLUBS  
of South County**

## **JOB ANNOUNCEMENT**

### **Youth Development Professional**

**Opening Date: February 17, 2022    Closing Date: Until Filled**

**Job Description:**

Directly responsible for assisting in the daily operation of the Clubhouse with the primary concerns for coordinating/implementing program curriculum; general supervision of members; administrative duties; promote/ market the program; and facility maintenance.

**Essential Duties:**

- **Coordination/Implementation of Program** – daily curriculum planning must be consistent with the NGCA National Programs and core program areas. BGCA National Programs will be included on a regular basis (i.e. Power Hour, Project Learn, Triple Play, Smart Moves, etc.). All program planning should be done in advance and submitted to the Program Director.
- **Supervision of Members** – members will be supervised at all times, 20:1 ratio; all children are checked in and out according to procedure. Set fair and reasonable rules. Recognize member participation and achievement. Ability to motivate youth and manage behaviors.
- **Administrative Duties-** Maintain and submit all record keeping which includes but not limited to member enrollment, attendance reports, activity calendars, payments.
- **Facility Maintenance** – overall appearance of the Clubhouse, conducts daily housekeeping duties and safety checks, minor maintenance is performed promptly, other repairs are reported, evacuation and emergency procedures are posted.
- **Safety** – ensure the program and staff consistently comply with Boys & Girls Clubs of South County safety policies and procedures.

**Additional Requirements:**

- ◆ High School Graduate or GED Equivalent
- ◆ CPR/ First Aid Certified/ Current TB Test
- ◆ Fingerprint Clearance
- ◆ Comply with CDC Policies and Regulations related to COVID-19

**Schedule Hours:**

Monday – Friday, occasional Saturdays for events, hours vary on school breaks: Spring, summer, fall, thanksgiving, winter.

**Pay Range:**

\$15.00 - \$16.00

**Submit resume to:**

Stephanie James

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847 Encina Avenue Imperial Beach, CA 91932

[sjames@bgcscounty.org](mailto:sjames@bgcscounty.org)

***Equal Opportunity Employer***