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BOYS & GIRLS CLUB OF SEQUOYAH COUNTY

Position Title	Youth Development Professional
Organization	Boys & Girls Club of Sequoyah County
Department	Youth Development
Address	208 S. Main St.
Supervisor Name	Carry Pettit
Supervisor Contact	918-776-9117

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
- The Boys & Girls Club of Sequoyah County requires a full background check of any employee/volunteer working with children in our organization. The cost of the background check is paid by the organization.
- B. ELIGIBILITY**
- Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
 - Be over the age of 18.
- C. WORK SCHEDULE & CONDITIONS**
- This is a temporary full time (35 hours per week) position.
 - This position is not eligible for sick, vacation, and holiday leave during employment.
 - Must be able to stand for long lengths of time.
- D. SALARY & BENEFITS**
- SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
 - PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities. The Youth Development Professional will attend weekly staff meetings/debriefings and other mandatory trainings set forth by Boys & Girls Clubs of America or other local affiliates.
- E. EVALUATIONS**
- The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

- A. POSITION PURPOSE**
- The Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

B. DUTIES

- a. Create an environment that facilitates the achievement of Youth Development Outcomes
- b. Promote and stimulate program participation,
- c. Provide guidance and role modeling to members.
- d. Help monitor and adjust the content and execution of activities to improve the quality and experience for the youth.
- e. Develop a portfolio of recommendations for future teen involvement with the Boys & Girls Club of Sequoyah County.
- f. Provides program management knowledge, support and service to the youth programs.

C. COMMUNITY IMPACT

- a. An effective Youth Development Professional will instill a sense of well-being and confidence in our members, creating a positive atmosphere allowing the members to reach their full potential as productive, caring responsible citizens.

QUALIFICATIONS

- A. High school diploma or GED
- B. Experience in working with children.
- C. Ability to deal with the public.
- D. Ability to motivate youth and manage behavior problems.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. This position will give the intern a first-hand look at the day-to-day life of dealing with groups of children. If the intern is looking to become a teacher, day care worker or any other employment dealing with children, this position will serve as a basis for continuing education.

B. SKILL DEVELOPMENT

- a. The student will learn time management skills, conflict resolution skills and leadership skills.

C. PERSONAL GROWTH AND DEVELOPMENT

- a. This employment opportunity will assist the student with creative thinking and interaction with the public).

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date