

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

---

<b>TITLE:</b>	<b>Youth Development Professional, 21<sup>st</sup> Century Community Learning Center</b>
<b>SCHOOL:</b>	<b>Kendall Elementary KE(4 positions available) Mount Baker Junior High MBJH(2 positions available)</b>
<b>REPORTS TO:</b>	<b>Site Coordinator</b>
<b>HOURS:</b>	<b>Monday – Friday, 2:30-6:30 MBJH, 3:30-6:30 KE, program will start immediately after school on early release days Monday – Thursday: 12:00 pm to 5:30 pm in the summer</b>
<b>PAY RANGE:</b>	<b>\$12 per hour</b>
<b>STATUS:</b>	<b>Part-time, non-exempt</b>

---

## **POSITION DESCRIPTION**

The Youth Development Professional (YDP) will work with youth at 21<sup>st</sup> Century Community Learning Center (CCLC) to provide hands-on delivery of daily programming, including social recreation, team building activities, and an overall environment to build positive relationships. He/she will plan and implement activities within a specific program area (such as academic, social, and physical education), supervise students during program activities, evaluate activities provided for effectiveness and active student participation, work directly with site coordinator and provide pertinent data such as attendance and activity plans to help with improvement of students' academic performance and to enhance the students' opportunity to be engaged and exposed to a variety of educational and enrichment events, and perform other duties and responsibilities as assigned by supervisor.

**Primary Functions:** YDPs develop and deliver suite of 21<sup>st</sup> CCLC programs ranging from academic enrichment, character improvement, the arts, STEM, organized games, and outdoor and physical activities. Plans and implements activities within a specific program area. Supervises students during program activities. Evaluates activities provided for effectiveness and active student participation. Works directly with site coordinator and provides pertinent data

such as attendance and activity plans to help with improvement of students' academic performance and to enhance the students' opportunity to be engaged and exposed to a variety of educational and enrichment events. Performs other duties and responsibilities as assigned by supervisor.

**Requirements:** Must be able to pass a background check and drug test.  
Must be over 18 to work with youth.  
Must have at least one year experience working with children.

Applicants must be able to demonstrate the following:

- use a creative perspective to work with children on making good life choices
- ability to assist with lesson plans that support the school day curricular activities
- passion for making a positive impact in children's lives
- ability to keep firm boundaries
- accountability and follow through
- ability to multi-task
- strong behavior management skills
- ability to maintain confidentiality

**Education/Certification:**

Associates degree required  
Bachelor degree preferred

**Experience:**

Experience working with youth programs or afterschool programs; working with individuals from varying cultural and/or socio-economic backgrounds; and working with volunteers (preferred)

Basic knowledge/experience: in the areas of healthy living; visual art & cultural education; college coursework in child/youth development and/or education (preferred).

**Key Roles:**

The YDP is responsible for:

- Building meaningful relationships with students
- The delivery of specific program services within the Community Learning Center (CLC)
- Compliance with organizational operational and HR policies
- The overall CLC climate—safety and security, the moral compass, guidance
- Teach and enforce discipline, values, morals, citizenship, manners, life skills and citizenship
- Proper reporting, record keeping and reports
- Janitorial, maintenance of equipment and furnishings
- Assisting the Site Coordinator in all phases of the overall CLC operation
- Other duties as assigned by the Site Coordinator.
- Build positive relationships: CLC staff, kids, parents, community stakeholders, visitors, volunteers.

**Working conditions:**

**Mental demands/Physical demands/Environmental factors:**

Maintain emotional control under stress. Occasional prolonged and irregular hours.

Be comfortable performing multifaceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

To Apply: Cover Letter, Resume and 3 References to Kim Grams, [Kgrams@whatcomclubs.org](mailto:Kgrams@whatcomclubs.org)