



**BOYS & GIRLS CLUBS  
OF CENTRAL IOWA**

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## JOB POSTING

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OPEN: Friday February 12, 2010

CLOSED: Friday February 26, 2010

JOB TITLE: Youth Development Professional  
TEENS grades 6-12 (Part time)

JOB LOCATIONS: Boys & Girls Clubs of Central Iowa  
Logan club site-1740 Garfield  
First Christian club site-2500 University Avenue

HOURLY WAGE RANGE: \$7.25 to \$10.00

HOURS BETWEEN: 2:00pm to 6:00pm  
10:00 am to 6:00pm (school holidays and breaks)

Boys & Girls Clubs of Central Iowa is seeking highly motivated part time Youth Development Professional to play a supporting role in further improving our successful programs at our club sites.

**PRIMARY FUNCTIONS:** Duties include, but are not limited to:

Promoting safety of members, quality programs, and positive appearance of the Club at all times. Provide positive guidance, discipline and role modeling to members at all times. Plan, organize, and implement a range of program services within the 5 core areas and provide program reports as need. Participate in staff meetings as directed by the Program or Unit Director. May participate in special initiatives and events. May be required to drive the Club vans.

See attached job description for detailed job requirements.

Submit application/resume to: Boys & Girls Clubs of Central Iowa  
Attn: JoAnn Hughes, Human Resources  
1350 E. Washington Avenue  
Des Moines, IA 50316  
FAX 515-262-0904

**EOE EMPLOYER**



**POSITION:** Youth Development Professional

**DEPARTMENT:** Program sites

**REPORTS TO:** Program Director, Unit Director

**BASIC FUNCTIONS:** Plan, implement, supervise, and evaluate activities provided within a specific program area. Operates within the five (5) core areas: Education and Career Development, Character and Leadership Development, the Arts, Health and Life Skills, and Sports, Fitness, and Recreation.

**PRIMARY FUNCTIONS: Duties include, but are not limited to:**

1. Promotes safety of members, quality programs, and positive appearance of the Club at all times.
2. Provides positive guidance, discipline and role modeling to members at all times.
3. Plans, organizes, and implements a range of program services within the 5 core areas and provides program reports as need.
4. Promotes and stimulates program participation, recruits new members, and participates in new member orientation process.
5. Participates in staff meetings as directed by the Program or Unit Director.
6. May participate in special initiatives and events.
7. May be required to drive the Club vans.

**HIRING SPECIFICATIONS:**

**Required:**

- High School Diploma or G.E.D.
- Working knowledge of specific content areas (core programs)
- Effective oral and written communication skills
- Skills in youth development, human relations, leadership and problem solving
- Basic computer skills - including basic operating skills (keyboard, mouse, etc); basic knowledge of Microsoft Office applications such as Word, Excel, and Powerpoint; e-mail literacy (Microsoft Outlook); willingness to be trained on additional skills as your position dictates
- Ability to earn Mandatory CPR/ First Aid certification
- Pass Mandatory Background/Sex offender check
- Valid driver's license and clear driving record that will meet insurance carrier requirements (mandatory for full time staff)

**Preferred:**

- College Degree
- Experience working with children/youth

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (25 lbs)		X		
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/Humidity		X		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.