



**BOYS & GIRLS CLUB
OF THE GRAND STRAND**

POSITION DESCRIPTION

TITLE: Youth Counselor
(Part-Time Employee)

**PERFORMANCE
PROFILE SOURCE:** Youth Development Professional

DEPARTMENT: Program

REPORTS TO: Club Program Director

PRIMARY FUNCTION:
Plans, implements, supervises and evaluates activities in assigned program area such as Literacy & Education, Power Hour, Smart Moves, Character and Leadership, STEM, Arts & Crafts, and/or Triple Play.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation;
 - Assist in the registration of new members and participate in their club orientation process;
 - Provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for members and visitors;
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Complete weekly activity reports on the program's success/improvements in the classroom.
4. Complete required BGCA training modules as laid out in the Training Manual within first 30 days of hire. All Certificates of Completion must be filed in Personnel File.

Supervision & Work Relationships

5. Actively supervise Club members participating in activities and program to ensure member discipline is maintained and member safety is ensured.
6. Ensure a productive work environment by interacting in a positive and professional manner with your supervisor(s) co-workers, program volunteers, club members, parents and the public.

ADDITIONAL RESPONSIBILITIES:

1. May be required to participate in special programs and/or events as needed.
2. May be required to assist in the supervision of youth on field trips.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct, and advise/counsel.

External: As directed to by your supervisor maintain contact with external community groups, schools, member’s parents and others to assist in resolving member guidance & discipline issues.

MINIMUM SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Experience working with school-aged children.
- Knowledge of youth development.
- Ability to motivate youth and proactively manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members to ensure a safe program environment.
- Mandatory CRP and First Aid Certification within the first 90 days of employment
- Valid Driver’s License & reliable personal transportation.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to routinely lift and carry items up to 30 lbs. Some prolonged standing is required when supervising programs and activities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent	Date
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Approved by: _____

Site Director	Date
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