



**UNION LEAGUE
BOYS & GIRLS CLUBS**

2157 W. 19th Street | Chicago, IL 60608

Youth Development Specialist

Position Summary:

The Youth Development Specialist will provide programs and services on a daily basis to youth enrolled in the club and understand, adopt and implement the mission of Union League Boys & Girls Clubs. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The Youth Development Specialist will serve as the direct supervisor for club members. The main goal of a Youth Development Specialist is to provide a safe and welcoming environment for youth by developing the three core areas in club members: Good Character and Citizenship, Academic Success, and Healthy Lifestyles.

Responsibilities

- Executes daily programming activities
- Ability to work with club members ages 6 years old to 18 years old
- Provides club member supervision in any assigned areas
- Assures member safety and engagement in activities
- Encourages emotional, social, and educational growth of all club members
- Takes initiative in incorporating BGCA supported lessons/programs
- Facilitate programs as designated by Program Coordinators
- Assists coordinators by assuring all materials are prepared for the day
- Assures program areas are left clean and organized at the end of the day and that members leave with the materials they entered the facility with
- Other responsibilities include, but are not limited to:
 - Data entry
 - Staff supervision
 - Chaperone for field trips
 - Moving materials in the facility
 - And other duties as assigned

Youth Development Staff Qualifications Requirements:

- Demonstrate knowledge of principles related to youth development
- A team player with the ability to cooperate well with others
- Ability to effectively plan and implement programs
- Group leadership skills
 - understanding group dynamics and appropriate club member response
- Knowledgeable on the population of youth served
- A positive attitude!

Education:

Employees need to be at least 20 years old or older and enrolled in college or have some college courses.

Experience:

Applicants must have experience having worked with or volunteered with youth.

Skills Needed:

- **Communicate, listen and understand** the children. Provide them with correct and timely information and feedback when requested.
- **Decision Making:** Youth Development Specialist will inform the appropriate Programs Coordinator about the problem and will try to come to a solution. If a solution cannot be reached, the Assistant Club Director and/or the Director of Club Services will be contacted to resolve the problem.
- **Leadership**—Be a Role Model for co-workers, volunteers and members.
- **Encourage** club members to strive to meet their goals.
- **Personal initiative** to work and to achieve higher levels of responsibility to better serve the youth in all programs.
- **Planning and organizing** by coming in and working on special days to accomplish the task and goals needed to implement the programs and activities for our youth such as: Youth of the Year Award, Member of the Month Award, annual Gala, and other organization events.
- **Prior experience** working with youth.
- **Promote a safe and healthy environment.** Ensure that club members are well aware of the safety rules of the Club and that they are met.

Desired Qualifications

- Good character, integrity and adaptability
- Enthusiasm, good judgment, patience and self-control
- Desire and ability to work with youth
- Ability to successfully multitask
- Ability to accept constructive feedback support
- Positive example for youth and peers in appearance, attitude and behavior
- Must participate in required training by the Club, county, state, and/or funders

Other Requirements:

- Must be at least 20 years old
- Be enrolled in college or have some college credits
- Must be able to pass a criminal background check and drug test
- Must attend all staff meetings
- Responsible for all activities or program areas from beginning to end
- Must maintain a high level of energy
- Must be adaptable and be flexible
- Assume other responsibilities as assigned by supervisor

Pay Rate:

- \$13.50 an hour
- Up to 25 hours a week (mostly after school hours with the exception of school closings)

Interested applicants may submit their resume to be reviewed to the Union League Boys & Girls Club: Club One Director, Anastasia Hernandez, at a.hernandez7@ulbgc.org. Please include your name + resume in the subject line. (example: Anastasia Hernandez Resume).