

# **Boys & Girls Clubs of Syracuse: Youth Development Specialist**

**Part-Time: (average 20 hrs/week) afternoon & evening hours**

**Full Time: (40 hrs/week) during summer months**

**Overview:** Responsible for the delivery of positive youth programming, as well as the supervision of members during BGCS activities.

## **Key Roles (Essential Job Responsibilities):**

### **Prepare Youth for Success**

1. Create an environment that facilitates the achievement of Youth Development Outcomes
  - Ensure that members are encouraged to participate in a variety of programs/activities and receive instruction and constructive feedback to develop skills in program area(s)
  - Register new members and participate in their BGCS orientation process
  - Provide guidance and role modeling to members
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### **Program Development and Implementation**

2. Effectively implement and administer programs, services and activities for members
- Health and Safety
3. Ensure a Healthy and Safe Environment

### **Technology**

4. Update and maintain skills in use of current technology and information

### **Supervision**

5. Ensure a productive work environment by participating in training and staff meetings

### **Partnership Development**

6. Develop partnerships with parents and school/building faculty

## **Additional Responsibilities:**

1. May consult with parents concerning member issues;
2. Exercise authority in problems relating to members; utilize guidance and discipline plans
3. May participate in special programs and/or events;
4. Other duties assigned.

## **Relationships**

**Internal:** Maintain close, daily contact with BGCS staff (professional and volunteer), BGCS members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/ instruction; instruct, and advise/counsel.

**External:** Maintain contact as needed with school/building faculty, community groups, member's parents and others to assist in resolving problems.

## **Skills/Knowledge Required**

- Knowledge of youth development
- Ability to deal effectively with members including discipline problems
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organizational, staff and project management abilities
- Ability to deal with the general public

Physical Requirements/Work Environment

- Must meet physical requirements of the job
- \*Fluency in both English and Spanish is a plus  
\*Former BGCS alumni are strongly encouraged to apply

**To Apply:** Fill out an employment application (found on website under *make an impact* → *get involved*) and return to a club or email it to Kenyata Calloway at [kalloway@bgcsyracuse.org](mailto:kalloway@bgcsyracuse.org).