



Eastern Band of Cherokee Indians

Job Description

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| Position ID Number: | 023-3400-001 023-3400-002 023-3400-003 023-3400-004 023-3400-005 023-3400-006 023-3400-007 023-3400-008 023-3400-009 023-3400-010 023-3400-011 023-3400-012 023-3400-013 023-3400-014 023-3400-015 023-3400-016 023-3400-017 023-3400-018 023-3400-019 023-3400-020 023-3400-021 023-3400-022 | Last Revised: | 05/19/2016 |
| Position Title: | Youth Development Professional | Department: | Cherokee Youth Center |
| Reports to: | CYC Supervisor | Division: | Department of Education |

Primary Function: The Youth Development Professional (YDP) helps to plan, develop, implement and evaluate a comprehensive program for youth between the ages of 5 - 12 and/or 13 - 18.

Job Duties and Responsibilities:

- Implements Boys & Girls Club National Programs/Curriculums on a regular basis, prepares outlines, secures handouts and materials as needed.
- Promotes safety of members, quality of programs, and the appearance of the club at all times.
- Conducts activities and presents special programs relative to assigned area of responsibility as required and requisitions all supplies and materials as needed.
- Solicits member and staff input in the process of planning, developing, scheduling and evaluating programs.
- Maintains an effective program through order, discipline and the supervision of children; no children are left alone or unsupervised at any time.
- Safeguards the confidentiality of all youth participants in an all areas including but not limited to participant information, medical history, child custody information, family information and management discussions that must be kept confidential.
- Implements various methods of recognition for participation and achievement.
- Maintains positive working relationships with community agencies for the effective coordination of resources and services.
- Maintains accurate and complete records on all activities and attendance as required.
- Performs duties according to established safety procedures and tribal guidelines.
- Registers new members and participates in club orientation process.
- Promotes members interests and participation in programs for youth; i.e. SMART Moves, Torch Club, Keystone Club, Money Matters, etc.
- Be available to work weekends, holidays and special events.
- Be available to travel and attend training (i.e. Lifeguard, BGCA, Bus Driver, CPR, First Aid, etc.) as determined by supervisor.
- Performs other duties as assigned.

Education /Experience:

A high school diploma or GED is required or be 18 years of age and enrolled in high school. Work experience of up to three months in the position would be necessary to become familiar with programs, policies, procedures and job requirements and to become proficient in most phases of the job. Previous work experience with children and young people, health and human services or related field is helpful.

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| Job Knowledge: | Must be willing to support the policies, procedures, mission, goals, and objectives of the Cherokee Youth Center Boys & Girls Clubs. Requires the ability to plan, organize, implement, coordinate, supervise and evaluate programs for youth ages 5-12 and/or 13-18. Requires the ability to maintain records, files, and tracking systems. Must be able to compile data and prepare reports. Must have good communication skills, both verbal and written. Must be able to enlist the support and assistance of community leaders, service agencies, and volunteers to facilitate CYC activities. Must be knowledgeable in the EBCI culture, lifestyles and risk factors. Requires an understanding of youth behavioral needs, good interpersonal skills, and the ability to establish sound, positive working relationships with CYC participants, parents, co-workers, volunteers, and the community. Must have basic computer skills and be able to operate a variety of office equipment. Must be familiar with applicable, local, state, and national guidelines and regulations i.e. Child Abuse Reporting Laws, OSHA etc. Must hold a valid North Carolina driver's license. Must be able to obtain first aid and CPR certification. |
| Contact with Others: | Plans for and maintains a safe environment which requires strict adherence to rules, regulations, policies and procedures to avoid injury to others. Does not leave children alone and unsupervised at any time. Must be able to visually supervise children at all times. Requires positive interaction with club members, parents, coworkers and other tribal personnel. Has outside contacts with club members, parents, schools, community members, volunteers, and agency representatives in the exchange of information and discussion. Nature of contacts requires the use of tact, courtesy, and business etiquette to assure the maintenance of a positive working relationship. Requires some community outreach service participation (i.e. Monna, meal runs, school programs/ activities, etc.). |
| Mental /Visual /Physical Effort: | Close concentration and attention to detail are required during planning, organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job incumbent must be able to sit, bend, stand, walk, run, reach and do moderate lifting. Visual acuity and the ability to speak and hear are required. |
| Environment: | Works directly with children ages 5-12 and/or 13-18 years old. May also work in a normal business office environment, which has frequent visitors and phone calls with children creating slightly above average noise levels. Works in both indoor and outdoor environments which can have disagreeable conditions such as heat, rain, cold, etc. for short periods of time. Scheduled activities dictate working conditions. Exposed to potential falls, back strain, scrapes, etc. if safety procedures are not followed. |
| Resourcefulness & Initiative: | Follows well defined procedures, guidelines, and CYC policies. Planning, problem solving, and decision making skills are required. Requires the ability to coordinate and participate in multifaceted activities; give attention to several duties simultaneously. Initiative is required to maintain accuracy, establish priorities, and meet scheduled time frames. |
| Responsibility for Safety /Equipment: | Works with a range of recreational and outdoor equipment, computers and audio/visual equipment which would not be damaged under normal, use and care. Carelessness could result in additional cost for repairs. Performs general upkeep, cleaning and minor maintenance procedures to facility and equipment. Neglect in care of equipment and facility could reflect negatively on program. |