



Eastern Band of Cherokee Indians

YOUTH DEVELOPMENT PROFESSIONAL

Position Description

Program:	Cherokee Youth Center	Reports to:	Supervisor - Youth Education/Teen Club Media
Division:	Education	Position Number:	902334022; 902334023; 902334024; 902334025; 902334026; 902334027; 902334028; 902334029; 902334030; 902334031; 902334032; 902334033; 902334034; 902334035; 902334036; 902334037; 902334038; 902334039; 902334040;
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	6	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Youth Development Professional (YDP) helps to plan, develop, implement and evaluate a comprehensive program for youth between the ages of five through twelve (5 - 12) and/or thirteen through eighteen (13 – 18), to enable all youth served to reach their full potential as productive, caring, and responsible citizens. Plans for and maintains a safe environment which requires strict adherence to rules, regulations policies, and procedures to avoid injury to others.

ESSENTIAL DUTIES, FUNCTIONS, & 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.
- 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.
- Maintains accurate and complete records on all activities and attendance as required.
- Transport youth to and from facility for field trips or to meet buses as needed, as well as, assists with meal deliveries to the homebound.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience: One (1) year of related experience required.

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Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must be willing to support the policies, procedures, mission, goals, and objectives of the Youth Center - Cherokee 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 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 have or obtain Early Childhood Credentials 1 and 2 (completion within two years) of hire date.
- Must receive Basic School Age Child Care certification within six (6) months on the job.
- Shall obtain CPR /First Aid certificate within six (6) months on the job.
- Must be willing to take continuing education classes online through BGCA.Net yearly. (Spillet Leadership) etc.

Safety/Accuracy Focus:

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.

Key Relationships:

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.).

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined procedures, guidelines, and Youth Center - Cherokee 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

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WORK ENVIRONMENT

- Work 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.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. 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.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background
Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the **Youth Development Professional** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date