

Company/Organization:

Boys & Girls Clubs of Garden Grove

Location:

Garden Grove

Full/Part Time:

Part time

Closing Date:

June 9, 2017

Position Title:

Youth Development Professional

Job Summary:

Boys & Girls Clubs of Garden Grove (BGCGG) provides hope and opportunity through school age, family strengthening, and community outreach programs, offering over 60 program locations that serve over 6,500 children daily and 13,000 families annually. BGCGG's mission is to enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens. Our vision is to ensure that the children and youth who attend our programs become competent adults, caring parents, and responsible citizens.

Class: Non-Exempt, Part Time

Hourly Rate: \$11/hour

Hours: 20+ hours/week excluding ASES recess periods – must be available Mon-Fri and arrive 30 minutes before school dismissal to 6pm, Wednesdays are early release days, Instructors cannot leave earlier than 5:30pm two days per week and must arrive no later than school release two days per week. BGCGG will accommodate school schedules based on these set guidelines. Proof of schedule is required and Instructors must be willing to transfer.

Location: One of BGCGG's various ASES sites

Contact: Human Resources, 714-530-0430

Primary Function: Develops and implements programs and services that align with the organization's mission, vision and philosophies as well as grant and GGUSD guidelines. Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate youth participation.

Communication

- Uses effective communication and maintains a professional tone in written and verbal communication consistently with staff members, volunteers, school personnel, parents and all community stakeholders
- Communicates all pertinent program information with supervisor
- Follows communication guidelines in regards to attendance procedures, including but not limited to:
 - o Calls out 2 hours in advance and notifies supervisor of potential late arrival
 - o Requests time off 10 days in advance
- Responds to all forms of communication in a timely manner

Professionalism

- Maintains BGCGG Core Values and mission; follows BGCGG and GGUSD standards of conduct
- Builds rapport with team, school personnel, members and families
- Demonstrates flexibility
- Maintains a cooperative and healthy work environment

- Follows BGCGG Appearance Guidelines
- Performs as a positive role model for youth and peers

Dependability

- Meets organizational attendance guidelines
- Completes assigned tasks and performs responsibilities in a timely manner (i.e. clerical, housekeeping)
- Regularly attends staff meetings, trainings as needed; assists with special events as required

Problem Solving

- Demonstrates effective problem solving methods
- Adept at conflict resolution
- Applies behavior management techniques when dealing with member discipline
- Minimizes interpersonal conflict

Program Development & Implementation

- Ensures that members participate in a variety of program activities; utilizes and maintains resources effectively
- Develops a monthly calendar according to program guidelines using 5 Core Areas, member feedback and organization quality standards
- Implements curriculum based program per organizational expectations
- Engages and supports members' hands-on experience with enriching activities
- Maintains an orderly and clean area as well as respects school property; ensures program areas are safe, well ventilated and lit
- Ensures members are recognized with positive reinforcement (i.e. Be Great Traits, Members of the Month)
- Demonstrates leadership to ensure conduct, safety and development of members; implements classroom management system

Knowledge, Skills, & Abilities

- Ability to uphold organization's mission and values
- Basic knowledge of group dynamics and youth development

Minimum Qualifications:

- High school diploma or equivalent; preferably attending college
- Childcare and educational experience preferred
- Business and customer service experience as asset
- Bilingual capabilities a plus (Spanish, Vietnamese, Korean)

Link To Apply:

Email resume to hire@bgcgg.org