



**BOYS & GIRLS CLUB
OF CLIFTON**

BOYS & GIRLS CLUB OF CLIFTON JOB DESCRIPTION

JOB TITLE: Youth Development Professional (Counselor)

GENERAL FUNCTION

Under the direct supervision of the Unit Director and the Executive Director, the counselor is responsible for carrying out of the overall academic and daily recreational activity schedule for after school program. Insure the health and safety of members, and staff.

MINIMUM REQUIREMENTS

- 1: First Aid, Safety and CPR certification required
- 2: Demonstrate the ability to plan and implement age appropriate group activities, BGCA National Programs, and exhibit classroom management competencies.
- 3: Demonstrate the ability to set and meet goals
- 4: Demonstrate the ability to effectively communicate with staff, parents and young people
- 5: Demonstrate the ability to perform basic administrative duties

GENERAL JOB SEGMENTS

- 1: To be a positive role model.
- 2: Adhere to the Club Personnel Policies and Practices and for the implementation of the Club Discipline Policies and Guidelines.
- 3: Required to assist students with homework time and mentor our members in order to ensure their academic success.
- 4: Perform other duties as assigned by the Unit Director, Administration and Executive Director.
- 5: Manage program centers to ensure our members are engaged in activities while under our supervision.

SPECIFIC JOB SEGMENTS

- 1: Plan and implement safe, organized daily age appropriate games for members
- 2: Assure that the recreational area is safe and secure for members
- 3: Responsible for the upkeep and tracking all recreational equipment.
- 4: Responsible for notifying the Unit Director of any incidents/accidents and submitting all necessary paper work
- 5: Assist with distributing of lunch and snack
- 6: Attend staff meetings and conferences to the betterment of the program

EFFECT OF END RESULT

This position is dedicated to the fulfillment of the mission of the Boys & Girls Club of Clifton through the development and presentation of relevant programming at the Club. The Activity Coordinator position has a primary impact on the overall effectiveness, completion and quality of the Club programs.

- Improving the overall quality of the Boys & Girls Club program and assuring that it responds to the needs of the members
- Meeting the Club goals of developing self-esteem, responsibility, positive decision-making skills and life skills
- Creating a positive climate for youth development and an atmosphere of genuine caring and respect demonstrated between staff and members.