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## POSITION DESCRIPTION

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**TITLE:** Recreational Staff

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Unit Director/Executive Director

**PRIMARY FUNCTION:**

The Youth Development Professional plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. Recreational Staff supervise members daily in a variety of settings, providing fun, educational and engaging activities through productive experiences in a safe environment.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
  - promote and stimulate program participation, especially for teens;
  - ensure all members have access to appropriate activities;
  - provide guidance and role modeling to members.

*Program Development and Implementation*

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

*Supervision*

4. Ensure a productive program by registering and accessing training on BGCA.net

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. Must clean up area on a daily basis.

3. Develop interesting and engaging activities for members of all ages

**RELATIONSHIPS:**

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

**SKILLS/KNOWLEDGE REQUIRED:**

- High school diploma or GED
- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Successful completion of mandatory background check

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*\*Must be able to stand/move around for 3 hours*

*\*Must be able to engage members in active, passive and social recreation.*

*\*Must be able to withstand loud and active environment*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
Employee Date

**Approved by:** \_\_\_\_\_  
Supervisor Date