



Narragansett Indian Tribe
YOUTH DEVELOPMENT PROFESSIONAL



Position Description

Job Title: Youth Development Professional

Reports to:

Salary: 15/hr.

Schedule: Part-Time 15-25 hours.

Job Summary/Position Purpose:

Responsibilities:

The Youth Development Professional (YDP) helps to plan, develop, implement and evaluate a comprehensive program for youth between the ages of six through twelve (6 - 12) and thirteen through eighteen (13 – 18), to enable all youth served to reach their full potential as productive, caring, and responsible citizens. Activities include developmental experiences for youth, such as cultural and traditional activities, Arts/Cultural Development, Character/Leadership Development, Education/Career Development, Healthy and Life Skills, Leadership, Outdoor/Environmental Awareness, and Sports, Fitness and Recreation. The position is responsible for the health, safety, and personal welfare of youth. The position reports to the Site Manager of the facility they are assigned. This position supports the Narragansett Indian Tribe's Mission, Vision, and Goals by being an important part of a team that gives tribal youth continued care in a healthy safe environment.

Essential Duties, Functions, 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 always.
- 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
- Must be willing to support the policies, procedures, mission, goals, and objectives of the Boys & Girls Club of the Narragansett Indian Tribe.
- Requires the ability to plan, organize, implement, coordinate, supervise and evaluate programs for youth ages 6 - 12 and 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.
- Required to complete training as part of onboarding and continuous professional development.
- Must be able to lift no more than 20 pounds.
- Other duties as assigned.

Relationships

Internal – Maintains close daily contact with Club staff (professional or volunteer), Club members, and Supervisor to receive/provide information, discuss issues, explain guidelines/instructions.

External – Maintains contact with external community groups, schools, members’ parents and other to assist in resolving problems.

Skills and Knowledge Required:

- High School diploma or GED
- Experience in working with youth
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the public
- Ability to plan and implement quality programs for youth
- Possess basic knowledge with technology
- Ability to organize and supervise youth in a safe environment
- Ability to multitask
- Must be able to lift
- Must be responsible and reliable
- Honesty, enthusiasm, flexibility, patience, and dependability
- Mandatory CPR and First Aid Certifications
- Valid State Driver’s License

Indian Preference

The Narragansett Indian Tribe exercises Indian Preference.

** (Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473)**

Background checks and drug screening are requirements for employment.