Youth Development Specialist – Aurora Public Schools - Virginia Court

**Club/Office Location:** Virginia Court Boys & Girls Club

The Youth Development Specialist position is the perfect opportunity for anyone pursuing a career in education, youth development, cultural arts, and/or is interested in the nonprofit sector. In this role, you will work within a Boys & Girls Club that serves up to 100 – 150 kids per day. Through this opportunity, you will gain valuable experience working with a variety of elementary age groups facilitating educational activities in our core programs areas of character and leadership, healthy lifestyles and academics as well as working alongside Aurora Public School teachers.

This Club has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

As a Youth Development Specialist you will gain experience in:
- Creating lesson plans and working with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
- Creative autonomy to develop and implement fun activities and programs.
- Understanding of the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
- Experience collaborating with a team of professionals.

This position works within a community school that focuses on youth development, parent engagement, and family support services.

**Job Requirements:**
- At least one year of direct youth service experience and will have a demonstrable record of planning and implementing youth programs. Previous experience working with at-risk youth is preferred, as is a background in education. Volunteer service may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test that does screen for marijuana, criminal and driving records investigation.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach,
bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver’s license and ability to be insured under the company’s insurance policy is also a requisite.

- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.

**Details:**

**Status:** Part-time (21-29 hours) Non-exempt

**Pay:** $15.00 an hour

**Hours:** School Year, Monday-Friday, 2:30p.m. – 6:00 p.m.; Summer hours vary depending on Club needs

Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail. This position will remain open until filled.