



## Seasonal Youth Development Leader

### QUALIFICATIONS:

17 years+; High School Senior, Diploma/GED  
 The ability to work and communicate effectively with youth ages 5-16 years. Demonstrated skills, knowledge and appreciation of youth activities. Minimum of six months working with youth in structured program activities preferred. Ability to get along with diverse personalities, tactful, mature and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills. Basic knowledge of sensitive issues youth is faced with.

### GENERAL FUNCTIONS:

Under the direct supervision of the Site Supervisor, the Youth Development Leader is responsible for implementing fun activities/programs based on the Boys & Girls Club of Bisbee's mission.

### HOURS:

Approx. 25-30 hours per week Monday – Friday (some Saturdays May be required) Summer Program June 3 – July 19  
**Mandatory Training May28-May 31<sup>st</sup>, 9am-4pm**  
 Summer Program Hours are Monday - Friday 8:30am-4:00pm  
 \*Assigned working hours may vary

### DUTIES:

- Implements the summer program based on the designed programs: ability to research, plan and carry out structured activities/programs for all ages of youth five years old-16 years old.
- Maintains control, proper care and upkeep of Club equipment and supplies always.
- Follows all Safety standards, sanitizing and daily organizational standards.
- Attends regular staff meetings to assist with the evaluation and progress of Club programs.
- Keeps all required bulletin boards, displays and materials updated.
- Implements various and established methods of recognition for certification and achievement for Club members.
- Maintains order and discipline of members by implementing the discipline policy of the Boys & Girls Club of Bisbee
- Mentor's members daily encourage positive direction through guidance and modeling behaviors.
- Submits all written reports on time to Site Supervisor/Teen Coordinator/ CEO
- Requests supplies from the Youth Development Coordinator
- Solicits members' input for activities which they would like to include in Club activities.
- Teaches and instructs members in Club programs, activities and overall social development.
- Works in coordination with the Site Supervisor/Teen Coordinator in supervising volunteers and Jr. Leaders
- Always maintains a TEAMWORK philosophy, offering regular assistance, learning opportunities for peers and acceptance of correction as needed.
- Performs other assignments as required/directed.



General Application

Please type or print clearly (Applications NOT complete or signed will be discarded)

POSITION APPLYING FOR: \_\_\_\_\_

**SECTION I**

**PERSONAL INFORMATION**

Name (Last)	(First)	(Middle)	(Maiden)
Are you 18 years of age or older? ____ Yes ____ No	(Any former names used)	I am an American Citizen ____ Yes ____ No If no, proof to work in United States attached.	
Do you have a valid Arizona Driver's License? ____ Yes ____ No If no, explain:		Mailing Address	
Physical Address How Long? _____			
(City)	(State)	(Zip Code)	
Previous Address (if less than 3 years at present) How Long? _____			
(City)	(State)	(Zip Code)	
Telephone <i>Please make sure you have a vocemail set-up.</i> (      )		Alternate Telephone (      )	

EMAIL: \_\_\_\_\_

**SECTION II**

**EDUCATIONAL AND PROFESSIONAL TRAINING**

From	Dates To	Name and Location of High School, College or University (Graduate and undergraduate--beginning with most recent)	Diploma/ Degree Received	Major	Minor



General Application

**SECTION III**

***EMPLOYMENT RECORD***

Employer Name, Address, Phone Number	Dates of Employment	Position Held	Salary	Reason for Leaving

**SECTION IV**

***REFERENCES***

(Provide at least 2, NON relative professional references)

Name	Occupation/Place of Employment	Telephone Number (include area code)

**SECTION V**

***VOLUNTEER EXPERIENCE***

Agency Name, Address, Phone Number	Dates of Service	Supervisors Name	Phone Number	Duties

**SECTION VI**

Do you have any relatives or friends working for the Boys & Girls Club of Bisbee? Yes \_\_\_\_ No \_\_\_\_

If yes please list: \_\_\_\_\_

Are you a past Club member? Yes \_\_\_\_ No \_\_\_\_

What is your t-shirt size? \_\_\_\_\_

Would you be requesting anytime off in the near future? \_\_\_\_\_



# General Application

Are you CPR/First Aid certified? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes please attach a copy of your card.

**SECTION VII**

1. Have you ever been terminated, involuntarily, from a paid or volunteer position or suspended from an educational institution? \_\_\_\_\_ Yes \_\_\_\_\_ No; if yes, explain the circumstances \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been convicted by federal, state, or other law enforcement authorities or pleaded no contest for violation of any federal law, state law, county or municipal law, regulation, or ordinance? (Do not include any offense or minor traffic violations for which a fine of \$30 or less was imposed.) If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you have any physical limitations that would prevent you from?

- Standing (60 minutes or more) \_\_\_\_\_ Yes \_\_\_\_\_ No
- Running \_\_\_\_\_ Yes \_\_\_\_\_ No
- Lifting 50 pounds \_\_\_\_\_ Yes \_\_\_\_\_ No

My signature below certifies that I understand that **any misrepresentation or omission of facts** on the application or during the employment process is **cause for forfeiture** of employment consideration or **termination**, if employed. I hereby authorize the Boys & Girls Club of Bisbee to request and receive confidential release of documentary materials relating to me, regardless of physical form or characteristics, prepared, owned, used, in the possession of, or retained by: (1) educational institutions I have attended, (2) previous employers of mine, and (3) city, county, state, and federal law enforcement authorities.

Any offer of employment will be subject to receipt of a record of my fingerprints reflecting no reasons for not extending such an offer and a negative drug test.

\_\_\_\_\_

Date
Signature
Please print name

*"This institution is an equal opportunity provider."*

