



Position Title: Youth Development Paraprofessional
Scheduled Hours: **Full Time (Mon – Fri 10:00am – 6:00pm)**
(hours may vary depending on need)
Reports To: Boys & Girls Club Chief Executive Officer
Wage Scale: starting wage \$14.78+ (depending on qualifications)

Overview:

The Boys & Girls Club of Iowa Tribe of Kansas and Nebraska is looking for a Youth Development Paraprofessional interested in working in a casual and collaborative environment and who is fun, energetic and loves working with children. The Youth Development Paraprofessional (YDP) is responsible for the planning, implementation and evaluation of various programs and activities offered to the members of the Club, including programs that focus on academic achievement, healthy lifestyles and good character and citizenship.

Required Skills and Qualifications:

Essential Job Functions

Essential job functions listed with or without reasonable accommodation must be performed by this job title.

- Plan and implement the day-to-day activities in accordance with established standards and goals
- Manage and enforce discipline policies and provide effective guidance
- Manage record keeping and reporting, as it relates to assigned programs
- Support and maintain programs that engage members socially, culturally, and intellectually and that reflect the diversity of the Club
- Maintain program equipment, supplies, and facilities
- Participate in outcome measurement processes and other evaluation programs
- Attend mandatory staff meetings and training
- Participate in special events and programs
- Create and maintain a culture of inclusion and respect in all activities
- Maintain and inventory equipment and supplies daily
- Assist in maintaining cleanliness and safety of facilities
- Support and maintain programs that serve our priority outcomes
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Other duties as assigned

Required skills:

- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Experience with youth in academic, athletic or recreational programs preferred
- Excellent planning and organizational skills
- Ability to work collaboratively with diverse communities and groups
- Ability to use Microsoft Office products, email and various social media outlets



- Excellent written and verbal communication skills
- Ability to multi-task and be flexible
- Experience working with a youth development organization
- Experience working and mentoring youth
- Ability to motivate and teach youth and supervise youth and maintain a safe environment
- Ability to organize and conduct programs for youth
- Familiarity with the principles of youth development

Tools and Equipment Used

- Computer, scanner, associated software, general office equipment (copier, fax machine, phone system, etc.), and all other equipment as required to perform the duties and responsibilities of this position.

Physical Demands

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 lbs and occasionally climb ladders.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies from quiet to extremely loud depending on the situation that the employee is confronted with. Weather conditions may vary while daily tasks must be completed.

Qualifications/Required Knowledge, Skills, and Abilities

- Must be 18 or older required
- Valid driver's license required
- Associate's degree preferred
- Experience working with children preferred
- Must be able to pass a background check

Benefits and How to Apply:

- Health, dental, vision, short term disability, life Insurance, and employee assistance program provided
- 401 K with up to 3% match, paid holidays, biweekly pay schedule



- *To apply: Visit <https://iowatribeofkansasantnebraska.com> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rpankau@iowas.org . Native American Preference is given (BIA Form 4432). For more information regarding this position, please call 785- 595-3258.*