



**BOYS & GIRLS CLUBS  
OF LANIER**

**Performance Profile Source:** YOUTH DEVELOPMENT PROFESSIONAL

**Department:** PROGRAMS

**Reports To:** Unit Director or Director of Operations    \_\_\_ Exempt X Non-Exempt

**PRIMARY FUNCTION:**

Plans, implements, supervise and evaluate activities provided in within a specific program area, such as Education & Career Development, The Arts, Sports Fitness & Recreation, Health & Life Skills, Character & Leadership Development or Specialized Initiatives.

**KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

**Prepare Youth for Success**

1. Create an environment that facilitates the achievement of Youth Development Outcomes: (What Kids Need To Succeed)
  - Promote and stimulate program participation.
  - Recruit new members and participate in their club orientation process.
  - Provide guidance and role modeling to members.
  - Program Development and Implementation
2. Effectively implement and administer programs, services and activities for members.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.
4. Ensure a productive work environment by participating in weekly branch staff meeting.

*Additional Responsibilities:*

1. May participate in special programs and/or events.
2. May be required to drive Club van.

**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.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems

**SKILLS /KNOWLEDGE REQUIRED:**

High school diploma, GED, or associate degree.

Experience in working with children.

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.

Ability to organize and supervise members in a safe environment.

Mandatory CPR and First Aid Certifications.

Valid State Driver's License.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

**PHYSICAL REQUIREMENTS / WORK ENVIRONMENT**

Physical requirements include some physical exertion such as lifting (up to 40 lbs.), stretching and bending in a Club setting as well as standing for long periods of time.

The work environment is in a club environment, includes interaction with children ages 6-18, and can be noisy at times.

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

# EMPLOYMENT APPLICATION



**BOYS & GIRLS CLUBS**  
OF LANIER



**BOYS & GIRLS CLUBS**  
OF LANIER

**EMPLOYMENT APPLICATION**  
Equal Opportunity Employer  
PLEASE PRINT CLEARLY

NAME (Last)	(First)	(Middle Initial)	Date:
Present Address:			
Social Security Number (Last four digits): xxx-xx-			
Phone Number:      CELL                      OTHER			
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?  YES NO		ARE YOU AT LEAST 18 YEARS OF AGE?      IF NOT, DO YOU HAVE A WORK PERMIT?  YES NO                      YES NO	
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF LANIER (BGCL)?			
PREVIOUS EMPLOYMENT WITH BGCL (If any, give dates and location)			
RELATIVES EMPLOYED BY BGCL(If any, give dates, positions)			
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED NOLO CONTENDRE TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/ORALCHOHOL-RELATED OFFENSES, ASSAULT, ETC)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):  YES _____ NO Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.			
<b>POSITION APPLIED FOR</b>			
TITLE OR CATEGORY		SALARY REQUIREMENTS	
DATE AVAILABLE		WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)	

## EDUCATION

SCHOOL	NAME AND LOCATION		GRADUATE NO		DEGREE
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

MILITARY BACKGROUND: Army National Guard Air Force  
 Coast Guard Navv Marines

DATES OF SERVICE: \_\_\_\_\_  
 Are you a U.S. Veteran? Yes No

## WORK EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME	YOUR TITLE		
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISORS NAME	SUPERVISORS TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? YES NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME	YOUR TITLE		
COMPANY ADDRESS (Street & No.)	(City)	(State)	(Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? YES NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation?

YES  NO

Are you a former Boys & Girls Club Member?    YES                  NO

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that Boys & Girls Clubs of Lanier (BGCL) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of BGCL's review of this application and my candidacy for employment, I release BGCL and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so BGCL can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

\_\_\_\_ \*Yes\_\_ \*No (\*Place your initials in the appropriate space to indicate your consent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## JOB APPLICANT AGREEMENT

I understand that Boys & Girls Clubs of Lanier (BGCL) requires certain information about me to evaluate qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCL. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCL.

I also authorize BGCL to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCL from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of BGCL. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that BGCL has a similar right. I understand my employment by BGCL does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by BGCL. I also understand that BGCL has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the Chief Executive Office of BGCL has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon BGCL's ability to this necessary information.

Applications will not be considered active after the position is filled. I understand that BGCL will attempt to verify statements made on my application and made during my employment interview.

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Signature

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Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

REVISED JUNE 2017