



**BOYS & GIRLS CLUB**  
of Oklahoma County, Inc.

## POSITION DESCRIPTION

---

**TITLE:** STEAM Youth Development Professional (YDP)

**REPORTS TO:** STEAM Coordinator

**WORK SCHEDULE:** Part time, non-exempt; generally scheduled between 12pm-6pm Monday-Friday

Exempt

Non-Exempt

### PRIMARY FUNCTION:

To deliver a broad range of programs designed to increase opportunities for member success in the fields of science, technology, engineering, arts & math across all BGCOKC locations. This will include coding, design, app development, problem-solving, engineering and maker projects, building positive relationships with students.

### KEY ROLES (Essential Job Responsibilities):

#### *Prepare youth for Success*

- Provide support and guidance for STEAM Programs, including all areas of our Academic Programs.
- Help ensure a healthy & safe environment regarding equipment & supplies.
- Track program participation and outcomes to be shared as requested by Administration and/or funders.
- Develop strong, positive relationships with students to promote personal and academic growth.

#### *Program Development and Implementation*

- Plan and implement an experiential STEAM curriculum to implement at all BGCOKC locations and through our Club on The Go Program.
- Assess and document student skill level and progress.
- Prepare program schedules and activity reports.
- Submit all required paperwork in a timely manner.
- Develop strong, positive relationships with students to promote personal and academic growth.
- Ensure learning outcomes for the class are met.
- Plan and chaperone special field trips
- Help develop STEAM-related science themes/camps/fieldtrips.

- Fulfill all other duties deemed vital to the function of the organization.

### *Supervision*

- Participate in Peer-to-Peer development
- Ensure a productive work environment by participating in weekly staff meetings.

### **GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:**

- **Safe Spaces**—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- **Modeling Healthy Behavior**—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- **Inclusive Environment**—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including all members, regardless of disability or developmental challenge.
- **Continuous Learning**—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participate in annual professional development opportunities that continue to cultivate their skills in the youth development field.

### **SKILLS/KNOWLEDGE REQUIRED:**

- High School Degree required
- Ability to plan and implement programs for youth
- Ability to organize Club members in a safe environment
- Ability to motivate youth and manage behavior problems
- Ability to work as a productive member of a team with fellow staff and volunteers
- Working knowledge of some areas of the STEAM field

### **SKILLS/KNOWLEDGE PREFERRED:**

- Prior experience working with youth
- CPR and First Aid Certifications
- Multilingual

### **PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

- The job requires walking, standing, bending, turning, reaching, talking, listening; works in a clean, well lighted, heated and ventilated building. May work outside.

- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, and effectively communicate with a variety of audiences in various settings.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

*I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and that it does not, nor is it intended to, outline all the specifics of the responsibilities which I will be expected to exercise.*

**Signed by:**

\_\_\_\_\_

**Employee**

\_\_\_\_\_

**Date**

**Approved by:**

\_\_\_\_\_

**Supervisor**

\_\_\_\_\_

**Date**

**Reviewed by:**

\_\_\_\_\_

**President/Chief Executive Officer**

\_\_\_\_\_

**Date**