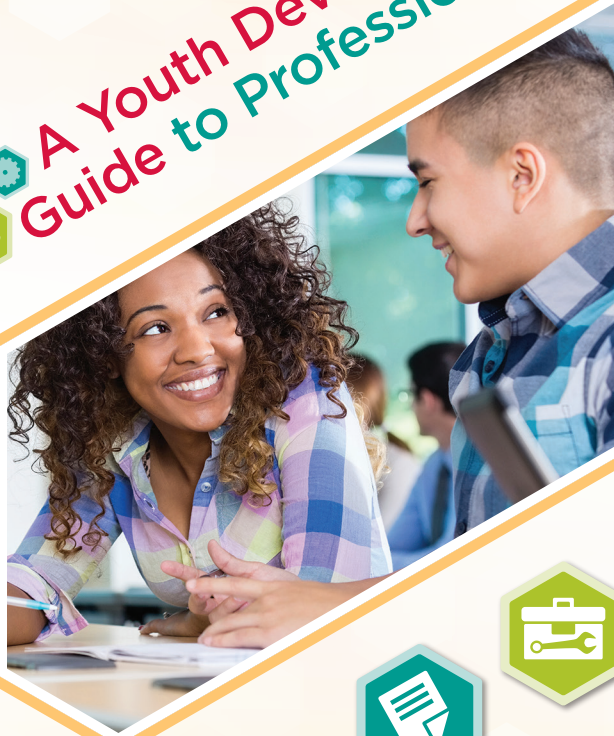




SECOND EDITION

# A Youth Development Practitioners Guide to Professional Development





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## INTRODUCTION

### **Excel Beyond the Bell:**

In 2007 a report on the Status of Out-of-School Time in Montgomery County, Maryland was produced which led to the establishment of Excel Beyond the Bell in 2008; a public-private partnership dedicated to ensuring that all youth would have access to high quality, safe and enriching out-of-school time programs. The Montgomery County Collaboration Council for Children, Youth and Families was then selected by County Council (local legislative branch of county government) to use best practices in system-building and quality programming to develop a high-quality out-of-school time (OST) system for the county where all children and youth will have opportunities to thrive and achieve their full potential. The EBB partners remain committed to ensuring the system is driven by its [core values](#): Youth Centered, Family Supported, Integrated and Accountable.

### **Career Pathways for Youth Development Practitioners:**

In 2011 a group of program leaders were convened to discuss factors leading to high staff turnover in youth serving organizations. Discussion and research showed that when youth development practitioners are well trained and treated in a professional manner they will not only choose to remain in the field, but will provide engaging programs and develop strong relationships that will positively benefit youth. Consequently, in 2012, a formal committee was solidified; now known as the [Career Pathways for Youth Development Practitioners \(CPYDP\)](#). This group of Montgomery County stakeholders has been instrumental in addressing one of the fundamental Excel Beyond the Bell goals of Quality Standards & Professional Development as part of its overall effort to increase collaboration and efficiently utilize resources to enhance program quality. A robust career pathways system for youth development practitioners has evolved to support career growth, establish stability within the industry, and professionalize the field. Youth Development Practitioners are now being given the tools to be skilled in engaging youth and supporting their intellectual, social-emotional and physical development. The ongoing work of the CPYDP committee continues to help foster an effective and high quality out of school time workforce which is essential to providing programs that produce positive outcomes for children and youth.

The projects of the [Career Pathways for Youth Development Practitioners \(CPYDP\) committee](#) including this guide have been made possible with the generous support of the Howard and Geraldine Polinger Family Foundation, [CPYDP Committee](#) members, local consultants, and the tremendous staff commitment from the [Montgomery County Collaboration Council for Children, Youth and Families](#).

## PURPOSE

The Core Competencies tool kit is designed to serve as a resource to help improve and support a youth development practitioner's work with children and families. It is intended to be a practical and user friendly guide to aid in one's journey seeking knowledge and training to further one's career within the out-of-school time arena. The resources within will allow practitioners to reflect on their own practice, plan and track their professional development, and demonstrate their understanding and achievement of the Montgomery County, MD core competencies. It is our hope that these documents will also allow staffs to more uniformly evaluate competency levels and the knowledge necessary to support professional growth and improve program quality within their own organizations.

## TOOLKIT: Overview of Components

### Exploring Youth Development

- Career information at a glance for individuals interested in pursuing employment in the field of Youth Development that includes resources pertaining to occupational sectors, sample job profiles and relevant salary information.
- *Tool: Jobs Portfolio*

### Core Competencies

Definition: Skills, abilities and knowledge essential to youth development work.

- Encourages employers to recruit, hire and promote staff based on mastery of competencies which will increase the field's professionalization efforts and development of career ladders
- Aligns workforce and professional development efforts around a core set of competencies
- *Tool: [Core Competencies](#) – First Edition*

### Checklist

- The Checklist is aligned with the original [Core Competencies document](#) (First Edition, 2013) with three levels of career progression and four content areas providing clear expectations for demonstrated skill acquisition and professional growth.
- For each Competency Indicator, there are four skill levels. The first allows one to self-assess as having little or no experience/exposure (a rudimentary level of awareness). The remaining three outlined below indicate the depth to which practitioners need to be knowledgeable and effective in their positions.
- *Tool: Montgomery County Core Competencies Checklist*

#### Familiarity & Understanding

- Foundational knowledge and skills sufficient to perform essential job functions.
- Conversant with the core competencies in general terms.

#### Application of Skills

- Demonstrates ability to apply knowledge and information in a variety of settings.
- Developing proficiencies.
- Competencies are essential to practitioner's work.

#### Mastery of Skills

- A seasoned practitioner who consistently demonstrates expertise.
- Skilled at providing analysis and evaluation.
- Ability to teach and lead by example.

*Examples: coaching, mentoring, modeling, and creating resources for the benefit of others.*

## **Professional Development Action Plan**

- A template that helps guide organizations through a structured approach to capture strategies for growth and identify next steps.
- *Tool: PD Action Plan Template*

## **Professional Development Training Collaborative & Resources**

- Organizational partnerships across the county offering an array of trainings at little or no cost to local youth development practitioners
- A diverse set of training opportunities aligned with quality improvement systems and grounded in core competencies
- Youth development practitioners can connect their learning with the core competencies & leverage their training experiences in professional networks
- Resources supporting the building of youths social emotional learning (SEL)
- *Tools: Montgomery College Course Alignments, YDP Training Logs, Foundational Training Alignment & Professional Development Resource Links*

## **Universal Job Description Templates**

- Three levels indicating growth and progression
- Demonstrates how and where core competencies can be integrated into staff responsibilities
- *Tool: Job Templates (Entry, Intermediate & Advanced levels)*

## **Interview Questions**

- Sampling of interview questions that ask candidates to describe how their skills and knowledge meet the expectations of the Montgomery County youth development practitioners core competencies.
- *Tool: Interview Question Guide*

## **Electronic Portfolios**

- A vehicle to efficiently highlight a collection of one's best professional and academic work providing documentation of skills, experience and training
- An effective and user friendly tool that enables reflection and analysis
- Open source format so that documents can be changed and shared easily
- *Tools: E-Portfolio – the 5Ws and E-Portfolio Overview*

## **Digital Badging**

- A visual representation of skills achieved
- Recognizes, legitimizes and encourages informal learning pathways
- *Tool: Digital Badging Overview*

*Additional information and resources can be found on the Excel Beyond the Bell website at:*

[www.excelbeyondthebell.org](http://www.excelbeyondthebell.org)

# Exploring Youth Development

- *Are you passionate about working with young people?*
- *Do you desire a career that impacts youth and your community?*
- *Do you want to engage and empower the next generation?*

Inside you'll find essential tools for individuals interested in pursuing a career in the field of Youth Development. This guide is your resource to occupational sectors, sample job profiles and relevant salary information, providing you with career information at a glance.

## Occupational Sectors

Youth Development positions allow individuals to help children and adolescents develop physically, socially and emotionally regardless of the environment. Youth Development jobs are found in a variety of settings, often divided into a number of sectors: Community, Education, Faith, and Government based. Many organizations and positions can occur and serve youth in multiple sectors.

*A community based organization* provides programs and services within or on behalf of youth within their community and typically operate in a non-classroom environment. A few examples include: mentoring groups, recreational programs or leadership groups.

*An education based organization* provides services within or on behalf of youth primarily within an educational setting. These programs can operate in a non-classroom or classroom based environment and often provide tutoring and educational assistance.

*Faith based organizations*, groups or programs provide social and human services that have often have a faith element integrated into their work. Some examples include: youth programs at churches, faith based community centers etc...

*Government based organizations* are managed by and receive their funding from state, federal and/or county government. A few examples of youth serving governmental programs include: Head Start, Parks & Recreation or Juvenile Justice.

## Education & Training

Youth Development practitioners come from diverse educational backgrounds and bring a variety of experiences to the field. Some of the most common backgrounds are in child care, social work and education however, many enter this field from other related or specialty careers that include, dance, STEM, and the arts.

Preparation for a career in youth development may entail a certificate program through a college or university and/or a Bachelor's degree program in areas of study such as human services, education or youth development. These offer practitioners a foundational knowledge of psychology, sociology, health and education. Some more advanced careers require an individual to hold a master's degree enabling them to learn different approaches to youth development and how to apply them. Ongoing professional development and continuing education classes are essential to skill development and quality improvement for programs.



## Position Expectations & Salaries

In exploring this career pathway it is important to not only recognize the core competencies as they relate to various roles, but also be familiar with the kinds of jobs and salaries that may be available within the field.

In this section you will find

- Industry Snapshot
- Where and how to access salary information
- A delineation of the Core Competencies by job level
- Youth Development Jobs Portfolio – sampling of position postings

\*Additional resources and information can be found at [www.excelbeyondthebell.org](http://www.excelbeyondthebell.org), [www.payscale.com](http://www.payscale.com) as well as the U.S. Department of Labor Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)).

## Youth Development: Industry Snapshot

	Entry Level	Intermediate Level	Advanced Level
<b>Degree Desired</b>	GED, Associate's and/or a Bachelor's	Bachelor and sometimes a Master's	Bachelors, Master's and sometimes a licensure
<b>Responsibility Overview</b>	Assist with planning and leading recreational activities	Coordinate and supervise recreational activities and social services programs	Manage operational logistics, problem solve and supervise staff
<b>Job Types</b>	Group Aid, Recreation Worker, Program Assistant	Social and Community Service Manager, Program Coordinator	Youth Program Director, Administrator, Social Worker
<b>Average Salaries</b>	\$20K - \$30K	\$35K-\$45K	\$40K and above – depends on experience as well

## Sampling of Organizations:

- Boys & Girls Club
- 4-H Club
- County Government Offices
- Parks & Recreation
- School based programs, Charter Schools
- YMCAs
- STEM organizations
- Other Non-profits: SOME Inc., Smart Fit Kids Academy, Children's Village, Youth Build, Arts organizations, LGBTQ organizations

## Finding Salary Data:

[http://learn.org/articles/Where\\_Can\\_I\\_Find\\_Average\\_Salaries\\_by\\_Career.html](http://learn.org/articles/Where_Can_I_Find_Average_Salaries_by_Career.html)

- **Governmental Websites:** On the U.S. Department of Labor's Bureau of Labor Statistics (BLS) website, you can find its Occupational Outlook Handbook (OOH), a source of information on career requirements, job outlook, wages and more ([www.bls.gov](http://www.bls.gov)). You can search the OOH by job title to find average (or mean) and median wages for various professions. The OOH is revised every two years.  
You can also search for salary information on *CareerOneStop.org*, which takes its data from the Occupational Employment Statistics (OES) program run by the BLS.
- **Salary Websites:** Salary websites such as *PayScale.com* and *Salary.com* allow you to see salary data by career and often organize information by location, industry, job title, experience, and organization size. This information is generally presented as the middle half of respondents' salaries, i.e. those between the 25th and 75th percentiles; or as the middle 80% of respondents' salaries, i.e. those between the tenth and 90th percentiles; or as a median.
- **Professional Organization Websites:** Many professional organizations give salary information for the career(s) that they cover. This information may or may not be accessible by the public. Some associations let you access salary information for free while others make you pay for those services if you are not a member.

## JOBS PORTFOLIO

### ENTRY LEVEL

Position	Description & Essential Functions	Skills & Abilities	*Qualifications
<p><i>Program Assistant</i></p>	<ul style="list-style-type: none"> <li>• Responsible for working collaboratively with Case Managers developing, planning and coordinating workshops and activities for all school aged children in the areas of financial literacy, social development, and academics.</li> <li>• Performs other related administrative and program duties that include but are not limited to coordinating events and field trips/transportation, training volunteers, and executing rewards program for youth.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with volunteers and ability to assist with developing, planning and coordinating youth activities is required.</li> <li>• Must be creative and possess good writing skills. Must be able to set appropriate boundaries.</li> <li>• Must be flexible and have a passion for working with children</li> <li>• Must be computer literate.</li> <li>• Must have excellent customer service experience and telephone communication skills.</li> <li>• Must be able to follow and create a school-aged curriculum for afterschool programming.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>H. S. Diploma is required, Bachelor's Degree preferred.</b></li> <li>• Related experience working with children strongly recommended</li> <li>• Part Time (40hours bi-weekly)</li> <li>• Must be willing to work evenings 5 days a week and some weekends as necessary.</li> <li>• Must have a valid driver's license to transport children on field trips when needed.</li> <li>• <b>CPR/First Aid is required prior to starting position.</b></li> </ul>
<p><i>Before &amp; After School Enrichment – Group Aide</i></p>	<ul style="list-style-type: none"> <li>• Responsible for assisting the site director in the implementation of programming for a group of school age children.</li> <li>• Responsible for participating in activities for school-aged children that foster overall character building in a before/afterschool program setting.</li> <li>• Participate in activities and follow program schedule including snack time, homework time, cleanup, and other times set for activities.</li> <li>• Assist in maintaining high standard of health and safety keeping the health and welfare of all children in mind at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be willing to substitute at any site with flexibility and a positive attitude.</li> <li>• Ability to assist with the implementation program curriculum effectively; including actively engage with children</li> <li>• Ability to follow the directions of the site director &amp; enforce all rules to make effective decisions to ensuring the safety and security of program participants.</li> <li>• Ability to relate effectively to diverse groups from all social and economic segments of the community</li> <li>• Ability to make sound judgments for the betterment and quality of the program</li> </ul>	<ul style="list-style-type: none"> <li>• <b>H. S. Diploma is required, Bachelor's Degree preferred.</b></li> <li>• Must be at least 16 years of age.</li> <li>• Must complete a physical examination with a negative TB test.</li> <li>• Must complete a criminal background check.</li> <li>• Must complete continuing education units as specified</li> </ul>

<b>Position</b>	<b>Description &amp; Essential Functions</b>	<b>Skills &amp; Abilities</b>	<b>*Qualifications</b>
<i>Youth Support Worker</i>	<ul style="list-style-type: none"> <li>• Work directly with young people to develop their social education by providing programs of activities.</li> <li>• Ensuring that young people play an active role in the youth group and work towards a model of youth participation.</li> <li>• Communicate effectively and develop a rapport with young people.</li> <li>• Assist in the development of relationships with the wider community and external agencies.</li> <li>• Assist young people to express and realize their goals.</li> <li>• Encourage young people to broaden their horizons and be active citizens.</li> <li>• Support young people in evaluating youth work activities and the impact of youth work on their development.</li> <li>• Support young people in their understanding of risk and challenge and in taking action to address key issues in their lives.</li> <li>• Implement the PYD's Child Protection Policy and work with young people to safeguard their welfare and the welfare of others.</li> <li>• Carry out administrative duties under the direction of the Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work in team</li> <li>• Ability to work on own initiative</li> <li>• Good verbal and written communication skills.</li> <li>• Willing to work unsociable hours including weekday evenings</li> <li>• Commitment to equality and challenging all forms of discrimination</li> <li>• Creativity and flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• <b>H. S. Diploma is required, Bachelor's Degree preferred.</b></li> </ul>

## JOBS PORTFOLIO

### INTERMEDIATE LEVEL

Position	Description & Essential Functions	Skills & Abilities	Qualifications
<p><i>Before and After School Enrichment Site Director</i></p>	<ul style="list-style-type: none"> <li>• Responsible for all on-site operations of the center inclusive of ensuring children are actively engaged in safe and enriching activities, and communicating with key stakeholders (school administration, staff, and parents).</li> <li>• Responsible for implementing curriculum.</li> <li>• Provides supervisory support to all on-site staff: group aides, group leaders and program volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under the direct supervision of the Coordinator.</li> <li>• Ability to provide direction and feedback to children, staff members, parents, and school administration</li> <li>• Ability to meet established budget guidelines and enrollment goals for the fiscal year.</li> <li>• Ability to implement program curriculum effectively</li> <li>• Ability to enforce all rules and to make effective decisions to ensure the safety and security of program participants.</li> <li>• Ability to relate effectively to diverse groups from all social and economic segments of the community</li> <li>• Ability to make sound judgments for the betterment and quality of the program</li> <li>• Requires a tolerant, patient and steady person</li> <li>• Ability to maintain confidentiality and communicate in a professional and positive manner to children, parents, school administration, and other staff members.</li> <li>• Ability to understand and implement emergency evacuation procedures and protocols during planned drills and unexpected emergency situations.</li> </ul>	<ul style="list-style-type: none"> <li>• At least 21 years of age with <b>high school diploma/certificate of high school equivalence or completed courses for credit from a college or university.</b></li> </ul> <p>Some Centers may also have school age “childcare” requirements:</p> <ul style="list-style-type: none"> <li>• 3 semester hours/45 clock hours of in School Age Curriculum.</li> <li>• 3 semester hours/45 clock hours in Growth and Development.</li> <li>• 45 clock hours in Childcare Administration training.</li> <li>• 9 clock hours in Communication training</li> <li>• Centers under 60 children = 400 hours of experience under supervision primarily with school age children or 1 year experience as a family provider with school age children.</li> <li>• Centers over 60 children = 800 hours of experience under supervision primarily with school age children or 2 yrs. experience as a family provider with school age children.</li> </ul> <ul style="list-style-type: none"> <li>• Must complete continuing education units on annual basis</li> </ul>

Position	Description & Essential Functions	Skills & Abilities	Qualifications
<i>After-Care Coordinator</i>	<ul style="list-style-type: none"> <li>• Organize and manage programs for the children in Pre-K through grade 6.</li> <li>• Responsible for monitoring current systems and recommending modifications.</li> <li>• Compilation &amp; reporting of monthly data</li> <li>• Provides a caring, nurturing and inviting environment responsive to the physical, emotional and social needs of the students</li> <li>• Actively engages in activities with the children</li> <li>• Communicates effectively with parents and teachers about student behavior/ needs, schedule changes, and program rules;</li> <li>• Selects, supervises, trains, and evaluates after-care assistants</li> <li>• Leads after- care staff meetings</li> <li>• Observes necessary precautions to ensure safety of program participants and maintains a clean environment</li> <li>• Prepares incident reports and notifies parents and administration when notable incidents occur</li> <li>• Assists in housekeeping activities as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Must have excellent organizational, communication and problem-solving skills, knowledge of and a proven track record of working with children.</li> <li>• Must have the ability to work effectively with other staff and faculty.</li> <li>• Carry self in a professional manner at all times maintaining confidentiality.</li> <li>• Full-time position (8 hours/day Mon-Fri) is based at the school site and reports directly to the Director of Extended Learning Programs.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>GED/H.S.</b> and 12 ECE ( Early Childhood Education) core units and 3 core units administration staff relations and 4 years teaching experience ( minimum 3 hours/ day for a minimum of 100 days) or ;</li> <li>• <b>AA Degree and 2 years teaching experience and 3 units admin/staff relations or;</b></li> <li>• <b>Bachelors Degree (ECE/ Child Development major/ emphasis) and one year teaching experience or;</b></li> <li>• Other equivalent combination of education and experience</li> <li>• Teaching Credential</li> <li>• Child Care Certificate or Bachelors degree strongly preferred</li> <li>• Familiarity with District of Columbia Day Care Licensing Rules preferred</li> <li>• Experience supervising adults strongly preferred</li> <li>• Bilingual preferred, but not required</li> </ul>
<i>Youth Development Professional</i>	<ul style="list-style-type: none"> <li>• Create an environment that facilitates the achievement of Youth Development Outcomes: promote and stimulate program participation; provide mentoring, guidance and role modeling to members.</li> <li>• Contribute to the planning and implementation of the strategic plan by: planning, organizing and implementing a</li> </ul>	<ul style="list-style-type: none"> <li>• Must have excellent organizational, communication and problem-solving skills</li> <li>• High energy level</li> <li>• comfortable performing multi-faceted projects in conjunction with day-to-day activities</li> <li>• Flexible</li> <li>• Ability to reason well and possess sound judgment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>AA degree, Bachelors preferred</b></li> <li>• At least 1yrs experience working directly with youth</li> </ul>

Position	Description & Essential Functions	Skills & Abilities	Qualifications
	<p>range of program services and activities for drop in members and visitors;</p> <ul style="list-style-type: none"> <li>• Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.</li> <li>• Manage administrative systems by registering new members and participating in their club orientation process.</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Clubs at all times. Prepare periodic activities.</li> <li>• Recruit, train and manage assigned volunteers and staff; provide ongoing feedback; and identify and support development opportunities.</li> <li>• Cultivate and maintain professional internal &amp; external relationships.</li> </ul>		
<p><i>Positive Youth Development Specialist</i></p>	<ul style="list-style-type: none"> <li>• Plan, develop, and implement academic enrichment, positive youth development and recreational activities for elementary school students</li> <li>• Promote and stimulate program participation.</li> <li>• Maintain accurate program attendance records.</li> <li>• Maintain positive relationships with students, parents/guardians and school staff.</li> <li>• Display high level of commitment and enthusiasm for activities.</li> <li>• Perform other duties as assigned by supervisor.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Associates degree preferred</b></li> <li>• 1+ yrs. experience working with children in an educational setting.</li> <li>• Bilingual encouraged</li> </ul>

<b>Position</b>	<b>Description &amp; Essential Functions</b>	<b>Skills &amp; Abilities</b>	<b>Qualifications</b>
<i>Youth Program Manager</i>	<ul style="list-style-type: none"> <li>• Responsible for implementing a 12-week afterschool youth curriculum at 1-3 sites per year (training approximately 100 youth each year);</li> <li>• Coordinate OST activities, field trips, guest speakers, &amp; apprenticeships</li> <li>• Acting liaison with parents and schools</li> <li>• Supervise &amp; engage youth during community outreach and programs - tracking and reporting on progress</li> </ul>	<ul style="list-style-type: none"> <li>• Hard worker</li> <li>• Ability to multi-task in a fast paced environment</li> <li>• Takes initiative</li> <li>• Flexible</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Bachelor's Degree</b></li> <li>• Experience working with youth from low-income neighborhoods</li> <li>• Excellent public speaking and training skills</li> <li>• Behavior management and/or mediation skills</li> <li>• Knowledge of, and familiarity with, local food systems and food justice strategies</li> <li>• Proficiency in Microsoft Office and social media</li> <li>• Familiarity or experience working for nonprofit organizations</li> </ul>



## JOBS PORTFOLIO

### ADVANCED LEVEL

Position	Description & Essential Functions	Skills & Abilities	Qualifications
<p><i>Youth Development Director</i></p>	<ul style="list-style-type: none"> <li>• Develops and monitors program budget to meet fiscal objectives.</li> <li>• Work in collaboration with all departments to promote and advance center strategic and operating objectives.</li> <li>• Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed.</li> <li>• Reviews and evaluates staff performance.</li> <li>• Responsible for meeting all licensing and program requirements.</li> <li>• Develops strategies to motivate staff and achieve goals.</li> <li>• Develop &amp; implement planning and project management processes to ensure effective coordination and integration of programs &amp; resources.</li> <li>• Provide support to executive leadership &amp; staff in the areas of planning, management, program execution and communications.</li> <li>• Develops and maintains collaborative relationships with community organizations fostering new relationships to enhance program development.</li> <li>• Coordinates use of facilities and inspects facility, property and equipment to ensure high standards of maintenance, cleanliness, and repair of equipment.</li> <li>• Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development</li> <li>• Excellent project management and planning skills</li> <li>• Excellent written and verbal communication skills (responsive)</li> <li>• Experience and competencies in working in a multiracial, multicultural environment</li> <li>• Experience and/or understanding of the development of educational programs in nonprofit or K-12 settings</li> <li>• Ability to articulate a vision about preparing youth for the future—from social, economic, cultural and personal perspectives—to partners, funders and the community</li> <li>• Highly positive and enthusiastic style capable of motivating others</li> <li>• Skills and energies to build a team and lead effective staff development and training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Must have a Bachelor’s Degree</b> (Physical Education, Parks and Recreation, Education or related fields)</li> <li>• At least three years of experience in an administrative or managerial capacity in an organization that provides direct services to youth (3 to 5 years supervisory experience)</li> <li>• 3 to 5 years prior experience in youth development, and have specific knowledge and ability in youth development</li> <li>• Obtain state approved First Aid, CPR Certifications, AED, and Bloodborne Pathogens</li> <li>• Child Abuse Prevention for Supervisory Staff</li> <li>• Working with program volunteers</li> </ul>

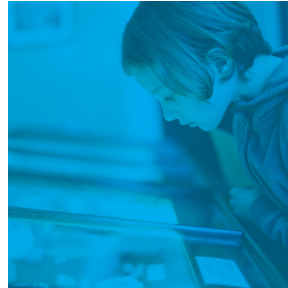
Position	Description & Essential Functions	Skills & Abilities	Qualifications
<i>Youth Development Administrator (In General)</i>	<ul style="list-style-type: none"> <li>• Specialize in understanding how social, political and educational spheres influence young adults' mental, emotional and physical growth.</li> <li>• Understand and have the working knowledge of government, public and private programs, services and opportunities available to meet young adults' developmental needs.</li> <li>• Ability to identify the needs of young adults and develop, implement and evaluate programs to assist them.</li> </ul>	<ul style="list-style-type: none"> <li>• Must have knowledge of practice and theory in youth development, programming, evaluation and assessment.</li> <li>• Outstanding communication skills, solid reporting skills and networking skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Generally need to have either a <b>master's degree in Youth Services or a post-secondary certificate in Youth Development</b> with a Youth Management Concentration. (Related careers: youth counselor, child psychologist, educational administrator and social worker.)</li> <li>• Most certificate programs have a 12-credit minimum. Students in these programs study all facets of the development of young adults, including their physical, emotional and mental growth, as well as needs assessments, program development and evaluation.</li> </ul>

\* **Qualifications noted in the sampling of positions above in each of the entry, intermediate and advanced levels are a general overview taken from a spectrum youth related jobs. These will provide you with some guidance as you consider a position and how to best prepare yourself for professional growth within the youth development industry.**

# CORE COMPETENCIES

FOR YOUTH DEVELOPMENT PRACTITIONERS

*Montgomery County, Maryland*





## INTRODUCTION

Welcome to the first edition of the Montgomery County Core Competencies for Youth Development Practitioners.

Research states that when youth development practitioners are well trained, treated in a professional manner, and strive to attain the core competencies outlined in this document, they will not only choose to remain in the field but will provide engaging programs and develop strong relationships that will positively benefit youth. This document is an attempt to foster an effective and high quality out-of-school time workforce which is essential to providing programs that produce positive outcomes for children and youth.

The core competencies are designed to serve as a guide for improving your work with children and families. This publication is designed to be a practical and living document and the competencies are written so they can be measured or demonstrated.

As we continue our work in enhancing the Excel Beyond the Bell efforts, we hope you will contribute to the ongoing refinement of core competencies for youth development practitioners in Montgomery County.

### Acknowledgements

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The Montgomery County Core Competencies for Youth Development Practitioners is a project of the Career Pathways for Youth Development Practitioners Committee

in collaboration with the Excel Beyond Bell partners. This document is the result of extensive work over a two-year period by dedicated individuals from the education and out-of-school time fields committed to building and strengthening a professional development system.

The Core Competencies document has been made possible by the generous support from the Howard and Geraldine Polinger Family Foundation.

### Sources

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Core competencies for Youth Workers from the Advancing Youth Development (AYD) manual  
Maryland Out-of-School Time Programs' Quality Standards Framework  
National Afterschool Association / National Institute on Out of School Time

### For additional information on this and other Excel Beyond the Bell initiatives, please contact:

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Lynn Sobolov  
Manager, Excel Beyond the Bell  
Montgomery County Collaboration Council for Children, Youth and Families, Inc.  
[lynn.sobolov@collaborationcouncil.org](mailto:lynn.sobolov@collaborationcouncil.org)  
[www.excelbeyondthebell.org](http://www.excelbeyondthebell.org)

# CORE COMPETENCIES: AN OVERVIEW

## Definition

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A set of knowledge, skills and abilities essential to youth development work

## Purpose

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To create a set of Core Competencies for Youth Practitioners in Montgomery County that will be the foundation for aligning professional development efforts and youth development activities

- Identifies knowledge and behavioral expectations
- Outlines a set of characteristics and attributes that define a continuum of professional development, that develops over time, along multiple pathways, and supports effective job performance
- Creates a common language for professional development
- Provides a blueprint for developing, tracking, supporting, and promoting staff qualifications
- Establishes a framework that allows professionals to achieve recognition in the field
- Provides access to competency-based training/ education, and ensures compensation commensurate with educational achievement

## How Are They Used?

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- Clearly defined job descriptions & skill classifications, effective hiring, evaluations, rewards & incentives, trainings and professional development, interview screening & reference checks, higher education course development
- Providers, Practitioners, Teachers, Youth Workers Assess level of knowledge and skill in each of the eight content areas Identify specific areas of need for future professional development (e.g., training/education)
- Directors, Program Administrators Specify training/ education requirements for staff job descriptions Develop staff training/education plans and policies Establish a salary scale based on staff educational achievement
- Trainers, Training Organizations Plan and organize training/ education Promote training/education opportunities
- Higher Education Faculty, Staff, and Administrators Coordinate and design course content to facilitate transfer and articulation agreements
- Assess current program content to determine course development

## At A Glance

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Three levels of career progression range from the skills & knowledge of a beginning practitioner to a more advanced professional with a master's degree. Competencies build on one another providing clear expectations for demonstrated skill acquisition and professional growth.

## Four Content Areas

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1. Youth Development Practitioners as Resources to Youth
  - Communicating and ensuring implementation of health and safety expectations
  - Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants
2. Youth Development Practitioners as Partners with Families
  - Offering opportunities to engage and support the families of program participants, including non-traditional and extended families
3. Youth Development Practitioners as Partners with Schools and Communities
  - Building reciprocal relationships with schools and communities
4. Youth Development Practitioners as Partners with Colleagues and Organizations
  - Demonstrating commitment to one's own learning, skill building, and professionalism on the job
  - Pursuing resources and policies that support programs and participants

# DOMAIN I.

## YOUTH DEVELOPMENT PRACTITIONERS AS RESOURCES TO YOUTH



### A. SAFETY

---

Communicating and ensuring implementation of health and safety expectations.

#### ENTRY LEVEL

---

- 1. Certified to perform basic first aid.
- 2. Implements key aspects of site safety plan (i.e., fire exits).
- 3. Keeps accurate attendance.
- 4. Responds calmly and effectively to a crisis.
- 5. Prepares the program space to be free of foreseeable hazards.
- 6. Maintains physical program space, equipment, and supplies in proper order.
- 7. Supports the safe use of technology (where appropriate) including best practices in Internet safety.
- 8. Anticipates unsafe situations and intervenes when they occur.
- 9. Understands when it is appropriate to inform and involve supervisor.
- 10. Can summarize legal responsibilities for reporting child abuse and report when youth may do harm to themselves or others.
- 11. Follows procedures for reporting incidents during program hours as required by the program policies (i.e., accidents, criminal activity, serious violation of program rules, etc.).

#### INTERMEDIATE LEVEL

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- 12. Plans and implements practices to keep children and youth safe.
- 13. Communicates policies, procedures, and information to participants, families, and staff.
- 14. Assesses and adapts environments to ensure the safety of children and youth, including environments outside of the primary program facility.
- 15. Ensures adherence to health and safety regulations and policies, including those regarding the inclusion of children and youth of all cultural backgrounds and abilities.
- 16. Creates a learning environment that supports the physical, mental, social, and emotional health of all students.

#### ADVANCED & ADMINISTRATIVE LEVEL

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- 17. Develops illness and injury procedures as well as emergency preparedness plans to protect both youth and staff.
- 18. Develops and implements systems for documentation and notification of suspected child abuse and neglect in accordance with state law.
- 19. Provides staff leadership and training while monitoring staff compliance with regulations, policies, and protocols.

## B. HEALTH

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Supporting healthy life choices by ensuring and promoting physical, mental, social, and emotional health using appropriate methods, services, and resources.



### ENTRY LEVEL

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- ❑ 1. Ensures healthy drinks are provided and that snacks or meals are healthy and timed appropriately, with youth input when possible.
- ❑ 2. Incorporates regular opportunities for physical activity.
- ❑ 3. Models an attitude and creates an environment that embraces physical, mental, social, and emotional health.

### INTERMEDIATE LEVEL

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- ❑ 4. Accommodates diverse physical, mental, social, and emotional health needs and abilities.
- ❑ 5. Identifies common childhood and adolescent health, behavioral, and social issues.
- ❑ 6. Develops appropriate support plans in collaboration with staff and/or parents to address physical, mental, social, and emotional health of participants.

### ADVANCED & ADMINISTRATIVE LEVEL

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- ❑ 7. Assesses and adapts the program's nutrition plan.
- ❑ 8. Designs, implements, and monitors strategies that support physical, mental, social, emotional, and physical health of children and youth.
- ❑ 9. Trains staff on health-related topics.
- ❑ 10. Collaborates with staff to implement support plan for students and families with physical, mental, social, and emotional health concerns.

## C. PROGRAM DESIGN

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Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.

### ENTRY LEVEL

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- ❑ 1. Understands basic benchmarks for youth growth and development.
- ❑ 2. Recognizes that children and youth have individual needs, characteristics, abilities, and rates of development.
- ❑ 3. Articulates program goals and understands how specific activities support those goals.
- ❑ 4. Regularly gathers information and feedback from program participants about their needs and interests.

### INTERMEDIATE LEVEL

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- ❑ 5. Aligns daily practices with the program's philosophy, policies, and procedures.
- ❑ 6. Creates developmentally appropriate learning environments and curriculum using appropriate methods, services, and resources.
- ❑ 7. Participates in strategic planning and goal setting for program improvement.
- ❑ 8. Creates environments and learning experiences that value, affirm, and respect diverse needs, abilities, and cultural backgrounds.
- ❑ 9. Designs activities to support leadership opportunities that align with developmental abilities.
- ❑ 10. Supports the implementation of curricula and activities that are informed by child/youth culture and voice.

### ADVANCED & ADMINISTRATIVE LEVEL

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- ❑ 11. Communicates the program's mission to colleagues and external stakeholders and explains its relationship to program activities, goals, and outcomes.
- ❑ 12. Applies current theories and research on child and youth development to program design and curriculum.
- ❑ 13. Collaborates with other agencies to maximize relevant, engaging, and multi-cultural opportunities for children and youth.
- ❑ 14. Gathers and reviews program data for timely program improvement.

- ❑ 15. Involves key stakeholders- including staff, board of directors, families, and youth- in decision-making about program design.
- ❑ 16. Facilitates meetings and trainings for staff to support the implementation of program design and curriculum.

## D. PROGRAM ACTIVITIES

Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.



### ENTRY LEVEL

- ❑ 1. Develops ground rules in collaboration with youth.
- ❑ 2. Articulates a clear scope and sequence of activities.
- ❑ 3. Conducts activities in accordance with selected curricula.
- ❑ 4. Assists participants in the use of technology and the Internet (when available and appropriate).
- ❑ 5. Extends learning through questions and conversations.
- ❑ 6. Promotes and supports child-initiated and youth-led learning and activities.
- ❑ 7. Provides an environment that offers choices.
- ❑ 8. Incorporates participant team building activities to develop a sense of belonging and group identity.

### INTERMEDIATE LEVEL

- ❑ 9. Uses effective teaching strategies to meet individual needs.
- ❑ 10. Provides activities that promote critical thinking and problem solving skills.
- ❑ 11. Incorporates activities for self-expression that reflect diverse cultural traditions.
- ❑ 12. Asks questions that encourage youth to think for themselves.
- ❑ 13. Considers development, interests, age, abilities, and skill levels when grouping children and youth.
- ❑ 14. Teaches participants conflict resolution and negotiation strategies and provides opportunities to practice these skills.
- ❑ 15. Measures outcomes by collecting and organizing participant information while following appropriate procedures for observation and assessment.

### ADVANCED & ADMINISTRATIVE LEVEL

- ❑ 16. Provides staff with needed materials, supplies, and preparation time.
- ❑ 17. Employs practices to support inclusion and universal design for learning.
- ❑ 18. Connects program staff to community and cultural resources.
- ❑ 19. Adjusts program activities as necessary, incorporating reflection and evaluation.
- ❑ 20. Conducts assessments and evaluations using appropriate evaluation designs and methodologies.
- ❑ 21. Models tolerance and cultural sensitivity to staff, youth, and families.

*“Professional development is a critical element of a youth-serving sector’s infrastructure for maintaining quality staff and programs.”*

*– National Training Institute for Community Youth Work*



# DOMAIN II. YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH FAMILIES



## A. FAMILY

Offering opportunities to engage and support the families of program participants – including non-traditional and extended families.

### ENTRY LEVEL

- ❑ 1. Understands confidentiality guidelines and protects children, youth, and family confidentiality.
- ❑ 2. Identifies the role of family as central to the development of children and youth.
- ❑ 3. Communicates with families about individual participants' strengths, achievements, and challenges.
- ❑ 4. Looks for opportunities to involve families in activities.
- ❑ 5. Works effectively with families from a variety of cultural, linguistic, ethnic, and socioeconomic backgrounds.
- ❑ 6. Recognizes and respects the varying composition of traditional and non-traditional families.

### INTERMEDIATE LEVEL

- ❑ 7. Engages families in discussions to promote respectful partnerships.
- ❑ 8. Shares information with families about the relationship between learning activities and development.
- ❑ 9. Provides opportunities for continual family involvement throughout the program.
- ❑ 10. Communicates with family members about program activities, goals, appropriate services, and resources.

- ❑ 11. Utilizes various strategies to increase family involvement.
- ❑ 12. Provides family members with opportunities and encouragement to be involved in decision-making.
- ❑ 13. Implements family engagement and communication plans.

### ADVANCED & ADMINISTRATIVE LEVEL

- ❑ 14. Develops a family engagement and communication plan.
- ❑ 15. Enhances family support and participation through partnerships, planning, and communication.
- ❑ 16. Assesses, plans, and implements activities for family support and participation.
- ❑ 17. Articulates and integrates theories of family development and motivation into the program.

*“Building organizational capacity to support youth workers helps improve retention among youth workers.”*

*– National Training Institute for Community Youth Work*

# DOMAIN III.

## YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH SCHOOLS & COMMUNITIES



### A. SCHOOLS

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Building reciprocal relationships with schools and communities.

#### ENTRY LEVEL

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- ❑ 1. Conducts activities and implements curricula that complements the school day.
- ❑ 2. Demonstrates awareness of local and state curriculum frameworks and standards.
- ❑ 3. Works cooperatively and appropriately with school staff.

#### INTERMEDIATE LEVEL

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- ❑ 4. Maintains ongoing dialogue with schools to facilitate program coordination and data sharing to address individual student academic, social, and emotional progress as appropriate.
- ❑ 5. Facilitates procedures for two-way communication and resource sharing between schools and programs.

#### ADVANCED & ADMINISTRATIVE LEVEL

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- ❑ 6. Plans and participates in professional development activities with schools.
- ❑ 7. Creates and implements a memorandum of understanding with school partners.
- ❑ 8. Facilitates external communications about program successes and opportunities.
- ❑ 9. Develops and manages external partnerships that benefit both programs and schools.

### B. COMMUNITIES

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Building reciprocal relationships with schools and communities.

#### ENTRY LEVEL

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- ❑ 1. Works with volunteers and partners collaboratively and appropriately.
- ❑ 2. Understands the larger community context in which children, youth, and families live.
- ❑ 3. Identifies and shares community resources that support program goals.

#### INTERMEDIATE LEVEL

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- ❑ 4. Works with community to identify resources that support and assist families and enhance programming for youth and children.
- ❑ 5. Plans activities to acquaint youth with the larger community.
- ❑ 6. Follows best practices in volunteer recruitment, supervision, and coordination.
- ❑ 7. Builds reciprocal relationships within communities using appropriate services and resources.
- ❑ 8. Conducts service learning activities for program participants.

#### ADVANCED & ADMINISTRATIVE LEVEL

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- ❑ 9. Expands relationships with community partners to support program goals.
- ❑ 10. Creates service learning opportunities for program participants.

# DOMAIN IV. YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH COLLEAGUES & ORGANIZATIONS



## A. PROFESSIONALISM / PROFESSIONAL DEVELOPMENT

Demonstrating commitment to one's own learning, skill building, and professionalism on the job.



### ENTRY LEVEL

- 1. Supports colleagues and shares in staff duties.
- 2. Knows and follows organizational code of conduct.
- 3. Dresses appropriately for program activities and organizational environment.
- 4. Communicates regularly and works collaboratively with peers.
- 5. Takes initiative to provide ideas and feedback to improve program quality and solve problems.
- 6. Participates actively in program, staff, and team meetings.

- 7. Seeks and attends professional workshops, trainings, and conferences to increase professional competency.
- 8. Applies new learning to everyday work practices.
- 9. Appreciates new ideas and learning opportunities.
- 10. Seeks knowledge through interactions with other professionals.

### INTERMEDIATE LEVEL

- 11. Practices ongoing self-reflection, self-assessment, and problem solving strategies to promote professional growth.
- 12. Provides constructive feedback and support to colleagues.
- 13. Assists with and leads staff meetings and trainings.
- 14. Engages in continuous, collaborative professional development.
- 15. Participates in activities, projects, and events in the field.
- 16. Identifies professional development requirements of the field and exhibits awareness of professional standards.

### ADVANCED & ADMINISTRATIVE LEVEL

- 17. Collaborates with other youth development practitioners to develop individual and group learning goals related to the core competencies.
- 18. Creates and implements the professional development plan and supports learning goals that will advance the skills of all staff.

- ❑ 19. Provides useful information and formal feedback to staff about professional development goals and activities.
- ❑ 20. Participates as an active leader in professional associations and builds professional relationships.

## B. SUSTAINABILITY / ADVOCACY

Pursuing resources and policies that support programs and participants.



### ENTRY LEVEL

- ❑ 1. Understands the value of the organization and can articulate it to the greater community.
- ❑ 2. Recognizes the need to serve as an advocate for youth and the field of youth development.

### INTERMEDIATE LEVEL

- ❑ 3. Organizes and executes fundraising activities.
- ❑ 4. Understands basic grant writing practices and contributes to grant writing and reporting when appropriate.
- ❑ 5. Comprehends and adheres to program budget.
- ❑ 6. Understands sources of funding and their requirements.
- ❑ 7. Communicates the importance and impact of the program in a variety of public settings.
- ❑ 8. Promotes leadership and advocacy for youth and colleagues.

### ADVANCED & ADMINISTRATIVE LEVEL

- ❑ 9. Cultivates diverse funding resources.
- ❑ 10. Shares and leverages resources.
- ❑ 11. Creates a support team with a unified vision.
- ❑ 12. Identifies and utilizes champions in support of the program.
- ❑ 13. Utilizes a variety of media effectively to promote the program.
- ❑ 14. Uses quantitative and qualitative data to make the case for continued support of the program.
- ❑ 15. Collects and shares success stories and information about program outcomes with stakeholders and the wider community.
- ❑ 16. Develops and continuously updates a balanced program budget that reflects expenses and income.
- ❑ 17. Advocates for programs and policies that impact the quality and availability of services for children, youth, and families.
- ❑ 18. Encourages and empowers others to engage in advocacy and leadership in the field.

*“To have the greatest impact on the youth of today, all those in the field need to develop specific skills, feel valued for the work they do, and be empowered to grow and develop. They need a vision of what the next job up the career ladder might look like. Outcomes, standards, competencies, worker preparedness, and career advances—these are the opportunities a profession provides.”*

*– Kirk A. Astroth, Pam Garza, and Barbara Taylor*

## DOMAIN I: YOUTH DEVELOPMENT PRACTITIONERS AS RESOURCES TO YOUTH

Click [here](http://excelbeyondthebell.org/professional/core_competencies.html) to download a fillable form version of this document or go the Excel Beyond the Bell website and download the document:  
[http://excelbeyondthebell.org/professional/core\\_competencies.html](http://excelbeyondthebell.org/professional/core_competencies.html)

A. SAFETY  Communicating and ensuring implementation of health and safety expectations.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Certified to perform basic first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Implements key aspects of site safety plan (i.e., fire exits).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keeps accurate attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Responds calmly and effectively to a crisis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepares the program space to be free of foreseeable hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains physical program space, equipment, and supplies in proper order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Supports the safe use of technology (where appropriate) including best practices in Internet safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Anticipates unsafe situations and intervenes when they occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Understands when it is appropriate to inform and involve supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Can summarize legal responsibilities for reporting child abuse and report when youth may do harm to themselves or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Follows procedures for reporting incidents during program hours as required by the program policies (i.e., accidents, criminal activity, serious violation of program rules, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
12. Plans and implements practices to keep children and youth safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Communicates policies, procedures, and information to participants, families, and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assesses and adapts environments to ensure the safety of children and youth, including environments outside of the primary program facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ensures adherence to health and safety regulations and policies, including those regarding the inclusion of children and youth of all cultural backgrounds and abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Creates a learning environment that supports the physical, mental, social, and emotional health of all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
17. Develops illness and injury procedures as well as emergency preparedness plans to protect both youth and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Develops and implements systems for documentation and notification of suspected child abuse and neglect in accordance with state law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Provides staff leadership and training while monitoring staff compliance with regulations, policies, and protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B. HEALTH</b>  Support healthy life choices by ensuring and promoting physical, mental, social, and emotional health using appropriate methods, services, and resources.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Ensures healthy drinks are provided and that snacks or meals are healthy and timed appropriately, with youth input when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Incorporates regular opportunities for physical activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Models an attitude and creates an environment that embraces physical, mental, social, and emotional health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
4. Accommodates diverse physical, mental, social, and emotional health needs and abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Identifies common childhood and adolescent health, behavioral, and social issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Develops appropriate support plans in collaboration with staff and/or parents to address physical, mental, social, and emotional health of participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
7. Assesses and adapts the program's nutrition plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Designs, implements, and monitors strategies that support physical, mental, social, emotional, and physical health of children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Trains staff on health-related topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B. HEALTH</b>	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Support healthy life choices by ensuring and promoting physical, mental, social, and emotional health using appropriate methods, services, and resources.				
10. Collaborates with staff to implement support plans for students and families with physical, mental, social, and emotional health concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>C. PROGRAM DESIGN</b>	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.				
<b>ENTRY LEVEL</b>				
1. Understands basic benchmarks for youth growth and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recognizes that children and youth have individual needs, characteristics, abilities, and rates of development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Articulates program goals and understands how specific activities support those goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Regularly gathers information and feedback from program participants about their needs and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
5. Aligns daily practices with the program's philosophy, policies, and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



C. PROGRAM DESIGN	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.				
6. Creates developmentally appropriate learning environments and curriculum using appropriate methods, services, and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Participates in strategic planning and goal setting for program improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Creates environments and learning experiences that value, affirm, and respect diverse needs, abilities, and cultural backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Designs activities to support leadership opportunities that align with developmental abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Supports the implementation of curricula and activities that are informed by child/youth culture and voice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
11. Communicates the program's mission to colleagues and external stakeholders and explains its relationship to program activities, goals, and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Applies current theories and research on child and youth development to program design and curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Collaborates with other agencies to maximize relevant, engaging, and multi-cultural opportunities for children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Gathers and reviews program data for timely program improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Involves key stakeholders- including staff, board of directors, families, and youth- in decision-making about program design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. PROGRAM DESIGN	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.				
16. Facilitates meetings and trainings for staff to support the implementation of program design and curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. PROGRAM ACTIVITIES	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.				
<b>ENTRY LEVEL</b>				
1. Develops ground rules in collaboration with youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Articulates a clear scope and sequence of activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducts activities in accordance with selected curricula.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assists participants in the use of technology and the Internet (when available and appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Extends learning through questions and conversations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promotes and supports child-initiated and youth-led learning and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provides an environment that offers choices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. PROGRAM ACTIVITIES	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.				
8. Incorporates participant team building activities to develop a sense of belonging and group identity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
9. Uses effective teaching strategies to meet individual needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provides activities that promote critical thinking and problem solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Incorporates activities for self-expression that reflect diverse cultural traditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Asks questions that encourage youth to think for themselves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Considers development, interests, age, abilities, and skill levels when grouping children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Teaches participants conflict resolution and negotiation strategies and provides opportunities to practice these skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Measures outcomes by collecting and organizing participant information while following appropriate procedures for observation and assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
16. Provides staff with needed materials, supplies, and preparation time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. PROGRAM ACTIVITIES  Designing and implementing program activities that support program goals and incorporate the needs and interests of program participants.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
17. Employs practices to support inclusion and universal design for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Connects program staff to community and cultural resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Adjusts program activities as necessary, incorporating reflection and evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Conducts assessments and evaluations using appropriate evaluation designs and methodologies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Models tolerance and cultural sensitivity to staff, youth, and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DOMAIN II: YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH FAMILIES

FAMILY	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1	2	3	4
Offering opportunities to engage and support the families of program participants – including non-traditional and extended families.	Little (if any) exposure or experience	Familiarity & Understanding	Application of “skills” (Deeper Knowledge than Awareness)	Mastery of “skills” (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Understands confidentiality guidelines and protects children, youth, and family confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies the role of family as central to the development of children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicates with families about individual participants' strengths, achievements, and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Looks for opportunities to involve families in activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Works effectively with families from a variety of cultural, linguistic, ethnic, and socioeconomic backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Recognizes and respects the varying composition of traditional and non-traditional families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
7. Engages families in discussions to promote respectful partnerships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shares information with families about the relationship between learning activities and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Provides opportunities for continual family involvement throughout the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FAMILY	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
Offering opportunities to engage and support the families of program participants – including non-traditional and extended families.				
10. Communicates with family members about program activities, goals, appropriate services, and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Utilizes various strategies to increase family involvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Provides family members with opportunities and encouragement to be involved in decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Implements family engagement and communication plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
14. Develops a family engagement and communication plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Enhances family support and participation through partnerships, planning, and communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assesses, plans, and implements activities for family support and participation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Articulates and integrates theories of family development and motivation into the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DOMAIN III:

### YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH SCHOOLS & COMMUNITIES

A. SCHOOLS Building reciprocal relationships with schools and communities.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Conducts activities, and implements curricula that complements the school day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates awareness of local and state curriculum frameworks and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Works cooperatively and appropriately with school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
4. Maintains ongoing dialogue with schools to facilitate program coordination and data sharing to address individual student academic, social, and emotional progress as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Facilitates procedures for two-way communication and resource sharing between schools and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
6. Plans and participates in professional development activities with schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Creates and implements a memorandum of understanding with school partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. SCHOOLS Building reciprocal relationships with schools and communities.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
8. Facilitates external communications about program successes and opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Develops and manages external partnerships that benefit both programs and schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. COMMUNITIES Building reciprocal relationships with schools and communities.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Works with volunteers and partners collaboratively and appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Understands the larger community context in which children, youth, and families live.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies and shares community resources that support program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
4. Works with community to identify resources that support and assist families and enhance programming for youth and children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



B. COMMUNITIES Building reciprocal relationships with schools and communities.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
5. Plans activities to acquaint youth with the larger community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Follows best practices in volunteer recruitment, supervision, and coordination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Builds reciprocal relationships within communities using appropriate services and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Conducts service learning activities for program participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
9. Expands relationships with community partners to support program goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Creates service-learning opportunities for program participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DOMAIN IV: YOUTH DEVELOPMENT PRACTITIONERS AS PARTNERS WITH COLLEAGUES & ORGANIZATIONS

A. PROFESSIONALISM / PROFESSIONAL DEVELOPMENT  Demonstrating commitment to one's own learning, skill building, and professionalism on the job.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Supports colleagues and shares in staff duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knows and follows organizational code of conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dresses appropriately for program activities and organizational environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicates regularly and works collaboratively with peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Takes initiative to provide ideas and feedback to improve program quality and solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Participates actively in program, staff, and team meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Seeks and attends professional workshops, trainings, and conferences to increase professional competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Applies new learning to everyday work practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Appreciates new ideas and learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Seeks knowledge through interactions with other professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. PROFESSIONALISM / PROFESSIONAL DEVELOPMENT  Demonstrating commitment to one's own learning, skill building, and professionalism on the job.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>INTERMEDIATE LEVEL</b>				
11. Practices ongoing self-reflection, self-assessment, and problem solving strategies to promote professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Provides constructive feedback and support to colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assists with and leads staff meetings and trainings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Engages in continuous, collaborative professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Participates in activities, projects, and events in the field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Identifies professional development requirements of the field and exhibits awareness of professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
17. Collaborates with other youth development practitioners to develop individual and group learning goals related to the core competencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Creates and implements the professional development plan and supports learning goals that will advance the skills of all staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Provides useful information and formal feedback to staff about professional development goals and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Participates as an active leader in professional associations and builds professional relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. SUSTAINABILITY / ADVOCACY  Pursuing resources and policies that support programs and participants.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
<b>ENTRY LEVEL</b>				
1. Understands the value of the organization and can articulate it to the greater community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Recognizes the need to serve as an advocate for youth and the field of youth development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERMEDIATE LEVEL</b>				
3. Organizes and executes fundraising activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Understands basic grant writing practices and contributes to grant writing and reporting when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Comprehends and adheres to program budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Understands sources of funding and their requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicates the importance and impact of the program in a variety of public settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Promotes leadership and advocacy for youth and colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVANCED &amp; ADMINISTRATIVE LEVEL</b>				
9. Cultivates diverse funding resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Shares and leverages resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. SUSTAINABILITY / ADVOCACY  Pursuing resources and policies that support programs and participants.	Indicator Rating: Place a check mark (✓) in column 1, 2, 3, or 4			
	1 Little (if any) exposure or experience	2 Familiarity & Understanding	3 Application of "skills" (Deeper Knowledge than Awareness)	4 Mastery of "skills" (Demonstrating Expertise & Consistent Application of Skills)
11. Creates a support team with a unified vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Identifies and utilizes champions in support of the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Utilizes a variety of media effectively to promote the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Uses quantitative and qualitative data to make the case for continued support of the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Collects and shares success stories and information about program outcomes with stakeholders and the wider community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Develops and continuously updates a balanced program budget that reflects expenses and income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Advocates for programs and policies that impact the quality and availability of services for children, youth, and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Encourages and empowers others to engage in advocacy and leadership in the field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Action Plan for Youth Development Practitioners

This professional development action plan template will help guide your organization through a structured approach to capture strategies for growth and identifying next steps. In addition, generating a well thought out plan will enable you to help teach practitioners how to 1) support employees in assessing their strengths against the Core Competencies 2) help employees create their own professional development plan that is aligned with the vision, mission and direction of the organization and 3) provide ongoing feedback and coaching.

- Review resources in toolkit
- Complete action plan
- Engage in a team discussion

[Click here to download a fillable form version of this document](#) or go the Excel Beyond the Bell website and download the document: [http://excelbeyondthebell.org/professional/core\\_competencies.html](http://excelbeyondthebell.org/professional/core_competencies.html)

Professional Development Action Plan						
Step 1	List areas of opportunity for improvement (from Core Competencies)			Step 2	List and prioritize goals	
	<hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> Try to combine or eliminate areas for improvement to generate a manageable list				<hr style="border: 0; border-top: 1px solid #ccc; margin-bottom: 5px;"/> Try to combine or eliminate goals to produce a manageable list	
Step 3	Follow the template below for each GOAL					
<i>Key Strategies</i>	<i>Activities / Steps</i>	<i>Responsible Parties</i>	<i>Timeframe / Milestone</i>	<i>Resources Needed</i>	<i>Desired Outcomes</i>	<i>Status</i>

## PD Action Plan: Domain III

<b>Step 1</b>	<b>List areas of opportunity for improvement (from Core Competencies)</b>			<b>Step 2</b>	<b>List and prioritize goals</b>	
<p><b>EXAMPLE:</b></p> <p><i>Cultivating reciprocal relationships between school and communities</i></p> <hr style="border: 0.5px solid #ccc;"/> <p>Combine or eliminate areas for improvement to generate a manageable list</p>				<p><b>EXAMPLE:</b></p> <p><i>To make our partnership more valuable, first get all partners focused on program needs.</i></p> <hr style="border: 0.5px solid #ccc;"/> <p>Combine or eliminate areas for improvement to generate a manageable list</p>		
<b>Step 3</b>	<b>Follow the template below for each GOAL</b>					
Key Strategies	Activities / Steps	Responsible Parties	Timeframe / Milestone	Resources Needed	Desired Outcomes	Status
<p><b>EXAMPLE:</b></p> <p><i>Convene a meeting with xxx partners, and construct an exercise that demands focus solely on program needs.</i></p>	<p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• <i>Establish meeting date</i></li> <li>• <i>Identify methods for execution</i></li> </ul>	<p><b>EXAMPLE:</b></p> <p><i>Jane Doe, Director</i></p>	<p><b>EXAMPLE:</b></p> <p><i>Complete by November 1, 2015</i></p>	<p><b>EXAMPLE:</b></p> <p><i>MCPS staff, EBB program staff etc...</i></p>	<p><b>EXAMPLE:</b></p> <ul style="list-style-type: none"> <li>• <i>Partnerships that are program &amp; student centered</i></li> <li>• <i>Integrated Services</i></li> <li>• <i>Community event</i></li> </ul>	<p><b>EXAMPLE:</b></p> <p><i>In-Progress</i></p>

## Introduction to Youth Development (ED160X)

This course provides a background in historical, philosophical and cultural perspectives on youth development and youth work. Topics for this course include developing a professional awareness of youth work; identifying and distinguishing between asset building models and deficit based models with a focus on positive youth development; and an overview of youth work professional issues, with emphasis on ethics, values, and professionalism.

Course learning objectives in alignment with *Core Competencies for Youth Development Practitioners*:

<b>Domain I</b>		<b>Domains II and III</b>	<b>Domain IV</b>
<b>Safety</b>	<b>Program Design</b>	<b>Families, Schools and Communities</b>	<b>Professionalism/ Professional Development</b>
<p>Explain the importance of a physically and emotionally secure environment for children and youth, and provide examples of policies and practices which support this environment.</p>	<p>Identify and discuss current issues and theories related to youth studies, including asset-based vs. deficit-based models and the Positive Youth Development philosophy.</p> <p>Define the variety of cultural differences and the effects those differences have on behavior and development.</p>	<p>Describe the role of the family, the school and the larger community in the development of youth.</p> <p>Communicate in a positive manner with children/youth and their families.</p>	<p>Demonstrate knowledge of the historical, philosophical and sociocultural perspectives in the advancement of the youth development field.</p> <p>Identify the attitudes and personal characteristics of the effective youth professional.</p>

Montgomery College OST Professionals & course webpage: <https://cms.montgomerycollege.edu/ostProfessionals/>



## Principles and Best Practices in Youth Development (EDUC 250X)

This course provides current thinking in the field of youth development and practical application of best practices in a variety of areas. Topics for this course include: planning and implementing effective teaching strategies to meet individual needs, utilizing best practices in experiential learning for youth, designing and maintaining safe learning environments, implementing and adapting program nutrition plans, communicating with family members about program activities, appropriate services, and resources, analyzing child/youth data to support individualized or programmatic improvements, monitoring compliance with regulations and ethical standards in an OST setting and strategic planning for youth programs.

Course learning objectives in alignment with *Core Competencies for Youth Development Practitioners*:

<b>Domain I</b>		<b>Domains II and III</b>	<b>Domain IV</b>
<b>A. Safety</b> <b>B. Health</b>	<b>C. Program Design</b> <b>D. Program Activities</b>	<b>A. Families</b>	<b>A. Professionalism/ Professional Development</b>
A. Designing and maintaining safe learning environments  B. Implementing and adapting program nutrition plans	C. Planning and implementing effective teaching strategies to meet individual needs  C. Strategic planning for youth programs.  D. Analyzing child/youth data to support individualized or programmatic improvements	Communicating with family members about program activities, appropriate services, and resources	Monitoring compliance with regulations and ethical standards in an OST setting

Montgomery College OST Professionals & course webpage: <https://cms.montgomerycollege.edu/ostProfessionals/>

# Personal Training Log

	Subdomains	Training Name and Date	Training Name and Date	Training Name and Date
<b>Domain I</b> YDP as Resources to Youth	Safety			
	Health			
	Program Design			
	Program Activities			
<b>Domain II</b> YDP as Partners with Families	Families			
<b>Domain III</b> YDP as Partners with Schools & Communities	Schools			
	Communities			
<b>Domain IV</b> YDP as Partners with Colleagues & Organizations	Professionalism			
	Sustainability			

# Organizational Training Log: A Snapshot

		Employees Who Completed Trainings		
	Subdomains	Level 1	Level 2	Level 3
<b>Domain I</b>	Safety			
	Health			
	Program Design			
	Program Activities			
<b>Domain II</b>	Families			
<b>Domain III</b>	Schools			
	Communities			
<b>Domain IV</b>	Professionalism			
	Sustainability			

## *Fundamental Youth Development Trainings Aligned to MC Core Competencies*

Training Courses	Domain I				Domain II	Domain III	Domain IV	
	Safety	Health	Program Design	Program Activities	Family	Schools and Communities	Professionalism	Sustainability
<b>YPQI Methods: YPQA Basics</b>	Participants will: <ol style="list-style-type: none"> <li>a. become familiar with the “quality construct” that Youth PQA represents</li> <li>b. learn the structure of the Youth PQA and how to use &amp; score the instrument</li> <li>c. develop keen observation and note-taking skills to generate rich and precise anecdotal evidence</li> <li>d. apply new skills to score items on a Youth PQA through a consensus meeting</li> </ol>							
<b>YPQI: Intro to the Active Participatory Approach</b>	Participants will: <ol style="list-style-type: none"> <li>a. identify the four guiding principles of the Approach</li> <li>b. recognize best practice behaviors</li> <li>c. incorporate aspects of the Approach into their planning</li> </ol>							
			x	x				
<b>YPQI: Reframing Conflict</b>	Participants will: <ol style="list-style-type: none"> <li>a. have the opportunity to explore the roles they play in conflict situations in their programs</li> <li>b. gain experience in Reframing Conflict using the High/Scope step-by-step model and the general principles for conflict resolution</li> <li>c. understand how reframing conflict can turn conflict situations into opportunities for growth</li> </ol>							
		x		x				

Training Courses	Domain I				Domain II	Domain III	Domain IV	
	Safety	Health	Program Design	Program Activities	Family	Schools and Communities	Professionalism	Sustainability
YPQI: Youth Voice	Participants will: a. have the opportunity to explore the ways one can offer Youth Voice in their programs b. gain experience with Youth Voice strategies c. understand the benefits of giving Youth Voice and how to offer meaningful opportunities for participation							
			x	x				
YPQI: Structure & Clear Limits	Participants will: a. understand how Structure and Clear Limits meet the developmental needs of youth b. have the opportunity to explore ways to improve their programs' structure c. have the opportunity to establish limits for their programs							
	x	x		x				
YPQI: Planning and Reflection	Participants will: a. have the opportunity to explore the ways in which planning and reflection are done in their programs b. gain experience utilizing planning and reflection strategies c. understand the role that planning and reflection play in the experiential learning cycle							
			x	x			x	
YPQI: Planning with Data	Participants will: a. consider aspects of change and ways to stimulate a successful change initiative b. read and interpret program quality data c. create an effective improvement plan for their organization, based on data d. create an effective plan for taking their plan back to their organization							
			x	x			x	x

Training Courses	Domain I				Domain II	Domain III	Domain IV	
	Safety	Health	Program Design	Program Activities	Family	Schools and Communities	Professionalism	Sustainability
YPQI: Ask Listen Encourage	Participants will: a. understand the concept of positive, purposeful interaction with youth b. learn the characteristics of effective questions c. understand the concept of active listening d. learn the characteristics of effective positive responses to youth and their work							
		x	x	x				
YPQI: Building Community	Participants will: a. explore the ways in which they can build community with youth b. explore ways to provide youth with opportunities to develop a sense of belonging c. understand the difference between icebreakers, energizers, name games and bonding games d. understand the stages of group development							
			x	x				
YPQI: Cooperative Learning	Participants will: a. be able to define Cooperative Learning b. gain experience using a variety of group forming strategies (Group Formers) and group work structures (Group Structures) c. understand how Cooperative Learning helps to meet the social and intellectual needs of youth d. learn how to apply four complementary strategies to engineer successful Cooperative Learning structures							
			x	x				
YPQI: Homework Help	Participants will: a. understand the homework cycle and potential supports b. have opportunities to develop strategies to make homework help time productive c. gain experience using a variety of ways to track students work and design the homework space							
				x		x		

Training Courses	Domain I				Domain II	Domain III	Domain IV	
	Safety	Health	Program Design	Program Activities	Family	Schools and Communities	Professionalism	Sustainability
YPQI: Active Learning	Participants will: a. have opportunities to experience active learning first hand b. gain experience building the six principles of active learning into their programs							
			x	x				
YPQI: Quality Coaching	Participants will: a. understand what a coach is b. conduct observation-reflection c. assess where they currently are with coaching d. understand underlying theory of coaching and observation-reflection e. transfer theory to new situations							
							x	x
Advancing Youth Development	Participants will: a. gain a familiarity with the youth development approach and use this approach to explore, share, and learn new strategies for working with young people b. strengthen their ability to communicate their ideas, expertise and experience to their constituencies; board members, families, co-workers, community leaders, and youth c. discuss practical strategies for integrating a youth development approach into their programs d. form an informal network and become ongoing resources to each other							
	x		x	x				

Training Courses	Domain I				Domain II	Domain III	Domain IV	
	Safety	Health	Program Design	Program Activities	Family	Schools and Communities	Professionalism	Sustainability
Cross-Cultural & Linguistic Competency	Participants will: a. Learn how to articulate why it is important to know your own culture & the culture of others in order to effectively interact with people different from them. (Strategies that are culturally responsive will be modeled for participants to use. Participants) b. explore examples of cultural conflict c. learn about the different levels of cultural competency & engage in activities to build cultural competence							
			x	x	x	x		
Youth Mental Health/First Aid (MHAMC)	Participants will: a. Identify potential warning signs to help a youth in crisis or with an emerging mental health problem b. Incorporate a 5-step action plan to help youth in crisis connect to appropriate care and support c. Link individuals with mental health issues to services d. Earn a certification (much like First Aid/CPR)							
		x						
DisABILITY: Characteristics/ Person First (REC - TR)	Participants will: a. learn about the basic do's and don'ts when encountering someone who has a disABILITY b. learn about person first language and the ten commandments of interacting/communicating with people with disabilities							
		x	x	x				



**Links for Professional Development**  
**Trainings & Resources**

**American Camp Association**

<http://www.acacamps.org/professional-development-center>

**Best of Out-of-School Time Collaborative**

<http://boostcollaborative.org/>

**Beyond the Bell**

[www.beyondthebell.org](http://www.beyondthebell.org)

**David P. Weikart Center for Youth Program Quality**

[http://cypq.org/products and services/training](http://cypq.org/products_and_services/training)

**DC Trust**

<http://cvitc.org/training/>

**Forum for Youth Investment**

<http://forumfyi.org/>

**Foundations Inc.**

<http://www.foundationsinc.org/expanded-learning/trainings>

**Harvard Family Research Project**

<http://www.hfrp.org/out-of-school-time>

**Maryland Out of School Time**

<http://mdoutofschooltime.org/calendar>

**Mental Health Association of Montgomery County**

<http://www.mhamc.org/html/pages/services/index.html>

**National Afterschool Association**

<http://naaweb.org/professional-development>

**National Afterschool Resources**

[www.afterschool.gov](http://www.afterschool.gov)

**National Alliance on Mental Illness (MD)**

<http://www.namimd.org/>

**National Clearinghouse on Families & Youth**

<http://ncfy.acf.hhs.gov/> (<http://ncfy.acf.hhs.gov/online-training>)

**National Institute on Out-of-School Time**

<http://niost.org/>

**Out-of-School Time Professional Development (CypherWorx Inc)**

[www.OSTPD.com](http://www.OSTPD.com)

**Partnership for Afterschool Education**

<http://www.pasesetter.com/training/calendar.html>

**Ready By 21**

<http://www.readyby21.org/>

**Search Institute**

<http://www.search-institute.org/presentations-workshops>

**SPARK**

<http://www.sparkpe.org/after-school/training/>

<http://sparkaction.org>

**The Afterschool Alliance**

<http://www.afterschoolalliance.org/>

**The Wallace Foundation**

<http://www.wallacefoundation.org/knowledge-center/after-school/Pages/default.aspx>

**Youth Development Practitioner Apprenticeship**

[http://www.doleta.gov/oa/brochure/ydpa\\_brochure.pdf](http://www.doleta.gov/oa/brochure/ydpa_brochure.pdf)

*\* The listing of the above mentioned sites that provide Out of School Time services and/or materials does not signify Excel Beyond the Bell or the Career Pathways for Youth Development Practitioners Committee endorsement.*

**Social Emotional Learning: Bullying, LGBTQ & Abuse**  
**Professional Development Trainings & Resources**

**LOCAL:**

**Gay, Lesbian & Straight Education Network**

<http://glsen.org/nova>

<http://glsen.org/article/q-glsen-professional-development>

**Montgomery County Committee on Hate/Violence and Montgomery County Office of Human Rights**

*Bullying in Schools: A Community Symposium on Prevention and Intervention Strategies.* (March 29, 2014 at the Montgomery College TP/SS Campus)

<http://www.montgomerycountymd.gov/humanrights/outreach/hate/index.html>

**Rainbow Youth Alliance**

[www.rainbowyouthalliancemd.org](http://www.rainbowyouthalliancemd.org)

**Trevor Project**

[www.thetrevorproject.org](http://www.thetrevorproject.org)

**Bullying Prevention Training | Violence Prevention Works**

Training for the Olweus Bullying Prevention Program

[www.violencepreventionworks.org](http://www.violencepreventionworks.org)

<http://www.violencepreventionworks.org/public/training.page>

**STATE & FEDERAL:**

**Find Youth Info**

[www.findyouthinfo.gov](http://www.findyouthinfo.gov)

**Giving Teachers Tools to Stop Bullying: Free Training...**

[www.ed.gov](http://www.ed.gov)

**Maryland State Department of Education**

[www.marylandpublicschools.org/MSDE/divisions/studentschoolsvcs/student\\_services\\_alt/bullying/](http://www.marylandpublicschools.org/MSDE/divisions/studentschoolsvcs/student_services_alt/bullying/)

**National Clearinghouse for Children Youth & Families (NCFY)**

<http://ncfy.acf.hhs.gov/features/serving-lesbian-gay-bisexual-transgender-and-questioning-youth-open-arms>

**SAMHSA**

<http://store.samhsa.gov//product/PEP14-LGBTKIDS>

<http://promoteacceptance.samhsa.gov>

<http://promoteacceptance.samhsa.gov/teleconferences/archive/training/teleconference05292014.aspx>

**StopBullying.Gov**

Federal website managed by the U.S. Department of Health and Human Services.

<http://www.stopbullying.gov/index.html>

[www.stopbullying.gov/at-risk/groups/lgbt/index.html](http://www.stopbullying.gov/at-risk/groups/lgbt/index.html)

[www.stopbullying.gov/kids/index.html](http://www.stopbullying.gov/kids/index.html)

**Maryland Suicide & Crisis Hotlines**

<http://suicidehotlines.com/maryland.html>

1-800-422-0009

**National Suicide Hotline**

1-800-SUICIDE

**OTHER:**

**American Academy of Child & Adolescent Psychiatry**

AACAP Facts for Families - Bullying

[www.aacap.org/publications/factsfam/80.htm](http://www.aacap.org/publications/factsfam/80.htm)

**American Camp Association**

<http://www.acacamps.org/einstitute/staff-need-know-bullying-prevention>

**Anti-Bullying Training Centre**

[www.bully.org](http://www.bully.org)

**Centre for Children and Families in the**

**Justice System**

Bullying Information for Parents and Teachers:

[www.lfcc.on.ca/bully.htm](http://www.lfcc.on.ca/bully.htm)

**Center for Research in Social & Emotional Health**

<http://www.cresh.org>

**Children’s Mental Health Matters**

[www.childrensmentalhealthmatters.org/documents/bullying\\_2012.pdf](http://www.childrensmentalhealthmatters.org/documents/bullying_2012.pdf)

**CT Governor’s Prevention Partnership**

<http://www.preventionworksct.org>

<http://www.preventionworksct.org/what/bullying/introduction.html>

**Dr. Joel Haber: Bullying expert, speaker & counselor**

Preventing Youth & workplace bullying

<http://www.respectu.com/>

**Growing Sound (Division of Children Inc.)**

[Growingsound@childreninc.org](mailto:Growingsound@childreninc.org)

[www.Growing-sound.com](http://www.Growing-sound.com)

**Institute of Medicine**

<http://www.iom.edu/Activities/Children/ReducingBullying/2014-APR-01.aspx>

**Kidscape (Stop Bullying Packet)**

[www.kidscape.org.uk/assets/downloads/ksstopbullying.pdf](http://www.kidscape.org.uk/assets/downloads/ksstopbullying.pdf)

**My Prevention - Resource Library**

<http://www.myprevention.org/?page=bullyingresources>

**National Research Council (Division of Behavior, Social Sciences & Education)**

<http://www.nationalacademies.org/nrc>

**National Training Center on Inclusion**

<http://www.kitonline.org/html/about/ntci.html>

**PBS: The Filmmaker**

<http://www.pbs.org/independentlens/bully/>

**PFLAG**

[www.community.pflag.org/page.aspx?pid=535](http://www.community.pflag.org/page.aspx?pid=535)

**ON After School (Project of Canadian Active AfterSchool Partnership)**

[www.onafterschool.ca](http://www.onafterschool.ca)

[www.onafterschool.ca/Ontario](http://www.onafterschool.ca/Ontario)

[www.harmony.ca](http://www.harmony.ca)

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# Job Description Template

## Youth Development Practitioner – Entry Level

<b>Division</b>	Delete if not applicable
<b>Department</b>	Delete if not applicable
<b>Location</b>	Montgomery County, MD
<b>Organization Overview</b>	Provide a one-paragraph description of the organization
<b>Program Summary &amp; Job Purpose</b>	<p>(<i>Organization name</i>) seeks an experienced, competent and caring person to work directly with youth assisting them with personal, professional and educational development. He/she will encourage, inspire and support the youth by providing engaging programs &amp; opportunities that empower and enable youth to take greater control of their lives.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist with planning, developing and implementing academic enrichment, positive youth development and recreational activities.</li><li>• Help supervise the physical, social and emotional well-being of youth participating in programs.</li><li>• Maintain accurate reporting and program documentation</li><li>• Conduct outreach to youth and parents to engage them in programming at (<i>your organization</i>)</li><li>• Initiate, develop and maintain positive mentoring relationships with youth</li><li>• Encourage youth to broaden their horizons, become active citizens and develop leadership skills</li><li>• Promote and support youth initiated and led learning and activities.</li><li>• Display high level of commitment and enthusiasm for all program activities</li><li>• As appropriate, participate in collaborative programs and events.</li><li>• Carry out other administrative duties as assigned</li></ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>• High School or GED diploma required.</li><li>• Progress towards an Associate’s degree related to youth development, human services, recreation or education preferred.</li><li>• Other combinations of applicable education, training, and experience, which provide the knowledge, skills, and abilities necessary to perform effectively in the position, may be</li></ul>

considered.

- Knowledge of and commitment to meet the Core Competencies of Positive Youth Development

### **Skills & Experience**

- Previous experience working or volunteering with youth or a youth serving organization preferred
- Communicate effectively with strong organizational skills
- Have an understanding of the diverse cultures in Montgomery County
- Current certification in CPR/First Aid is required
- Applicant must successfully pass a criminal background investigation
- Able to tactfully manage confidential information and situations with efficiency

### **Personal Qualifications**

- Self-motivated individual passionate about children
- Capable of creative problem solving under pressure
- Ability to listen, be caring and supportive leader while maintaining high expectations
- Flexible and great team player but willing to take the initiative
- Collaborative spirit.
- Ability to interact professionally, confidentially and effectively with school leaders, staff, and parents
- Passionate about helping youth, especially those who are disengaged

*(Organization)* is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, religion, age, disability, Veterans status, or any other classification as required by applicable law.

# Job Description Template

## Youth Development Practitioner – Intermediate Level

<b>Division</b>	Delete if not applicable
<b>Department</b>	Delete if not applicable
<b>Location</b>	Montgomery County, MD
<b>Organization Overview</b>	Provide a one-paragraph description of the organization

**Program Summary & Job Purpose**      *(Organization name)* seeks an experienced, competent and caring person to work directly with youth assisting them with personal, professional and educational development. He/she will encourage, inspire and support the youth by providing engaging programs & opportunities that empower and enable youth to take greater control of their lives.

- Responsibilities**
- Plan, develop and implement academic enrichment, positive youth development and recreational activities that provide creative input and leadership for youth.
  - Coordinate programs that align daily practices with the organization’s philosophy, policies, and procedures.
  - Develops appropriate support plans, in relation to physical, mental, social and emotional health of participants.
  - Participates in strategic planning and goal setting for program improvement.
  - Maintain accurate program & reporting documentation
  - Initiate, develop and maintain positive mentoring relationships with youth
  - Encourage youth to broaden their horizons, become active citizens and develop leadership skills
  - Create opportunities to engage and support families
  - Work with community stakeholders to identify resources to support and assist families and enhance programming for youth and children.

- Education & Training**
- Associate’s degree related to youth development, recreation, human services or education field required.
  - 2 to 4 years of administrative and program management support duties preferred.
  - Other combinations of applicable education, training, and



experience equivalent to an Associates degree, which provide the knowledge, skills, and abilities necessary to perform effectively in the position, may be considered.

- Knowledge of and commitment to meet the Core Competencies of Positive Youth Development

### **Skills & Experience**

- Communicate effectively with strong organizational skills
- Has worked with a youth recreational program or after school program in a leadership role
- Experience working collaboratively with a variety of organizations (preferably education and/or youth focused)
- Skilled in the tactful handling of information and people as well as demonstrating initiative and sound judgment
- Have an understanding of the diverse cultures in Montgomery County
- Current certification in CPR/First Aid is required
- Applicant must successfully pass a criminal background investigation
- Able to tactfully manage confidential information and situations with efficiency

### **Personal Qualifications**

- Self-motivated individual passionate about children
- Capable of creatively problem solving under pressure
- Ability to listen, be caring and supportive leader while maintaining high expectations
- Able to work with strong personalities; Positive, flexible, and creative attitude and a sense of humor.
- Ability to interact professionally and effectively with school leaders, staff, and parents
- Passionate about helping youth, especially those who are disengaged

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# Job Description Template

## Youth Development Practitioner – Advanced Level

<b>Division</b>	Delete if not applicable
<b>Department</b>	Delete if not applicable
<b>Location</b>	Montgomery County, MD
<b>Organization Overview</b>	Provide a one-paragraph description of the organization
<b>Program Summary &amp; Job Purpose</b>	<p>(<i>Organization name</i>) seeks an experienced, competent and caring person to create and manage a comprehensive youth development program for school age youth. This individual will coordinate the development and implementation of academic enrichment, positive youth development and recreational activities that empower and enable youth to take greater control of their lives.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Work with organizational leadership and program staff to design a cohesive and comprehensive program that involves and empowers youth, utilizing the resources of (<i>your organization</i>) and the community</li><li>• Develop and implement planning and project management processes to ensure the effective coordination and integration of program resources</li><li>• Administers assigned budget</li><li>• Conduct an evaluation process that measures the success of programs, and the effectiveness of staff; and make changes based on feedback</li><li>• Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance the development of (<i>your organization</i>)</li><li>• Develops and implements a family engagement and communication plan</li><li>• Provides regular two-way communication between school and afterschool programs</li><li>• Leverages and cultivates diverse funding resources</li><li>• Provide on-going support to staff in the areas of planning, management, program execution and communications</li><li>• Manage staff and youth initiatives in a way that encourages youth to develop their self-awareness and individuality</li><li>• Maintain records needed for program administration</li><li>• Provide oral and written reports to the program stakeholder, the public, funders, and decision-makers</li></ul>

- Education and Training**
- Bachelor's degree related to youth development, recreation, human services or education field required. Master's Degree preferred.
  - A postgraduate certificate in Youth Development, Youth Development Administration or Youth Program Management considered.
  - At least three years' of leadership and management experience in a youth services, family support or K-12 educational setting
  - Knowledge of and the ability to meet the Core Competencies of Positive Youth Development

- Skills and Experience**
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development
  - Excellent project management and planning skills
  - Experience in developing and monitoring budgets and assessing program effectiveness.
  - Excellent written and verbal communication skills
  - Experience and competencies in working in a multiracial, multicultural environment
  - Must possess strong judgment with a demonstrated ability to handle multiple tasks with competing priorities.
  - Able to tactfully manage confidential information and situations with efficiency

- Personal Qualifications**
- Highly positive and enthusiastic style capable of motivating others
  - Self-motivated individual passionate about children and youth
  - Capable of creatively solving complex problems under pressure
  - Ability to listen, be caring and supportive leader while maintaining high expectations
  - Flexible and collaborative spirit.
  - Ability to interact professionally and effectively with school leaders, staff, and parents
  - Strong organizational skills and detail oriented
  - Passionate about helping youth, especially those who are disengaged
  - Positive attitude and sense of humor a must

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# *Sample Interview Questions for Youth Development Practitioners*

## **UNIVERSAL – for all positions**

### **Personal Vision/Mission**

- 1) Please tell the panel why you are interested in this position.
- 2) What are your personal goals and how do they relate to the mission of this organization?

### **General Work Questions**

- 3) Please tell us about your work experience with after school programs.  
What was one major success you had?  
What was one major challenge that you had and how did you deal with it?
- 4) What three words would a colleague use to describe you as a worker and why?
- 5) Now apply the same question to the students/children/teens with whom you have worked.
- 6) Please provide an example of how you simultaneously deal with multiple program responsibilities. (Or, how do you prioritize multiple ....)

### **General Youth Development & Programming Questions**

- 7) What are some essential elements of quality youth development programs and why are they important?
- 8) Scenario Question – Provide scenario that might get at several PYD factors to consider from more than one Domain/content areas (**Domain I/A**)  
*Example for interviewers: Safety is a key principle so you would want the interviewee to address how s/he would you arrange for the safety and supervision of the youth? What factors would s/he consider and why?*
  - *Ensures for the health and safety of participants*
  - *Follows safety and emergency procedures*
  - *Promotes a sense of physical and emotional safety*
  - *Incorporates activities to promote physical health.*
- 9) How would you develop an afterschool program for (pick relevant grade level) K-5; 6-8; 9-10, 11-12? (For example: With whom would you talk in order to plan/ develop the program? How would you find out about best practices? What resources would you need? Who would you hire?) (**Domain I/B, Domain III, Domain IV/B**)
- 10) How do you ensure that programs are culturally relevant and diverse? *If a manager, how do you work with your staff to ensure this?* (**Domain I/B**)  
Please share an example.
  - *Respects and honors cultural and human diversity;*

- *Ability to effectively support all learners*
- *Ability to design program activities that support program goals and incorporate needs and interest of program participants, their families and the broader community*

11) Please provide an example of a program you designed that clearly linked program goals to activities and then to participant outcomes.

- *Ability to design program activities that support program goals and incorporate needs and interest of program participants, their families and the broader community;*
- *Ability to articulate within the organization and to external stakeholders the program's mission and goals, and how program activities align to them;*
- *Ability to gather and review data for timely program improvement*

12) What strategies would you use to involve parents in your program(s)? **(Domain II)**

- *Conducts activities that expand the participants' knowledge and understanding of their own immediate community ...*

13) What is your approach to discipline and behavior management within the program?

- *Supports a program environment that encourages youth voice;*
- *Promotes a sense of physical and emotional safety;*
- *Supports positive relationships between adults and program participants;*
- *Supports positive relationships between participants*

14) What kinds of professional development activities have you participated in to increase your skills and knowledge? **(Domain IV)**

**Community & Collaboration: (Domain III)**

15) Describe one of the communities in which you have worked.

What were the demographics?

What resources were available? (e.g. transportation, health services, safe places for children).

How did you determine community needs and key stakeholders?

How did you address the specific community/ family/youth needs?

- *Has a working knowledge of and abilities to use resources within the broader community;*
- *Ability to design program activities that support programs goals and incorporate needs and interests of program participants, their families and the broader community*

16) How do you envision the community and afterschool program working together? Please give specific examples & explain why they are important. **(Domain I&III)**

- *Conducts activities that expand the participants' knowledge and understanding of their own immediate community*

17) Scenario Question – Provide scenario that might get at several PYD factors to consider from more than one Domain/content areas.

For Example: The communication between the program and the school needs to be improved.

What steps would you take to improve this communication?

- *Ability to support long-term sustainability through collaborative relationships and fundraising;*

- *Has a working knowledge of and ability to use resources within the broader community*

18) If applicable, describe your experience developing and/or working with collaborations. Be sure to highlight the process, the intended outcomes and impacts of this work.

How did the children and youth benefit from the collaborative work?

- *Ability to support long-term sustainability through collaborative relationships and fundraising.*

## **PROGRAM ADMINISTRATION – for managerial positions**

### **Supervisory**

19) Tell us about your experience(s) supervising/managing after school programs. What part of the job did you enjoy the most? The least?

20) How would you characterize your management style? How would your staff characterize your management style?

- *Ability to successfully manage program staff;*
- *Ability to engage and support afterschool staff in implementing program activities to achieve program goals*

21) Tell us about a major success you have had as a supervisor/manager. To what supervisory skills do you attribute this success?

22) Tell us about a major challenge you have had as a supervisor/ manager, and how you dealt with it. In retrospect, what would you do differently?

- *Strives for self-improvement; other competencies based upon the interviewee's response*

### **Policies / Administration**

23) Please tell us about your experience in developing administrative policies and procedures for afterschool programs.

- *Maintains accurate program records and follows reporting procedures;*
- *Ability to establish and implement effective administrative policies and procedures*

24) Please provide an example of a project for which you were fiscally responsible and include the budget amount, fiscal management strategies, and any corrective action needed during the duration of the project.

- *Ability to establish and implement effective financial policies and procedures*

25) Please tell us about your experience with fundraising.

- *Ability to support long-term sustainability through collaborative relationships and fundraising;*
- *How a working knowledge of and abilities to use resources within the broader community*

## **Staffing & Staff Development**

26) What qualities do you think are most important to have in program staff?

- *Ability to recruit high quality staff and volunteers;*
- *Ability to engage and support afterschool staff in implementing program activities to achieve program goals*

27) Staff development is important for the delivery of quality programs.

How would you ensure that staff members are trained in all facets of their jobs?

How would you ensure staff has time and resources to complete staff development activities?

- *Ability to successfully manage program staff*
- *Ability to recruit high quality staff and volunteers;*
- *Ability to engage and support afterschool staff in implementing program activities to achieve program goals*

28) What is your overall approach to discipline and behavior management? How do you model this approach for staff?

- *Ability to successfully manage program staff;*
- *Ability to recruit high quality staff and volunteers;*
- *Ability to engage and support afterschool staff in implementing program activities to achieve program goals*

29) How have you dealt with or would you deal with underperforming staff members? Can you share any specific examples?

## **IN SUMMARY...**

- Can you tell us why you are uniquely suited to this position?
- Do you have any questions you would like to ask of us?

*Portions taken from the San Francisco Afterschool for All Toolkit*

## *The Who, What, Where, When & Why of Electronic Portfolios*

### **What Is It?**

- A tool for self-awareness, communication, social activism and career/professional development
- Elements can include but are not limited to:
  - Career goals and objectives
  - Resume
  - Core Competency alignment and tracking
  - Transcripts or copy of your diploma
  - Certificates and awards
  - Letters of recommendation & performance evaluations
  - Job descriptions
  - Examples of technical proficiencies
  - Correspondence
  - Writing samples
  - Uploaded Presentations & artwork
  - Flyers from events or presentations
  - Academic or Job specific projects (e.g. lesson plans, training certificates, lab write ups)
  - Leadership examples

### **Who Uses It?**

- Youth Development Practitioners
- Students

### **When Is It Used?**

- At every or any juncture during an individual's professional career
- As guidance and resources are necessary for professional development

### **Why Do We Use It?**

- It is a vehicle to efficiently highlight a collection of one's best professional and academic work providing documentation of skills, experience and training
- It enables one to store and make more accessible (across multi-mediums) the criteria youth workers need to meet, the feedback they receive, and share work products as well as self-assessments from jobs, internships, and external assessments
- It is an effective and user friendly tool that enables reflection and analysis

### **Where / How Do We Access It?**

- [WWW.LiveBinders.com](http://WWW.LiveBinders.com)
- <http://www.livebinders.com/play/play?id=884691>. Template & instruction manual combined



# Electronic Portfolios

## Definition

Two types: a working portfolio and a presentation portfolio.

The working portfolio documents the learning process, and includes the collection of an individual's work or projects.

The presentation portfolio is much more targeted, where individuals create specific pieces of work to demonstrate a set of learning outcomes, goals or standards.

## Purpose

- Offers a more comprehensive view of a person than you would get from a resume
- Springboard for personal reflection on goals and achievements
- Teaching tool for the Core Competencies for Youth Development Workers

## Items to include in an electronic portfolio

Career goals and objectives, resume, transcripts or copy of your diploma, certificates and awards, letters of recommendation, performance evaluations, thank-you notes, e-mails acknowledging your work, writing samples, presentations, flyers from events or presentations, academic projects, links to blogs and other websites, published articles and videos about your work, and personal reflections

## Making an electronic portfolio will help you:

- Remember and reflect upon the things you have learned in trainings
- Prepare for a job interview
- Make connections between your experiences and best practices
- Reflect on the positive aspects of your experience with youth

## Sample portfolio as a working model:

<http://www.livebinders.com/play/play?present=true&id=900849>



## Digital Badging

### Definition

A symbol or indicator of an accomplishment, skill, competency or interest using a standardized digital infrastructure—think Girl Scouts gone digital.

The collection of information behind each badge (called *metadata*) provides an explanation, justification and validation, including:

- The issuer of the badge
- How the badge was earned and when
- Links back to artifacts, documents or testimonials demonstrating the work that lead to earning the badge
- Authentication of the issuer

### Purpose

- Recognizes, legitimizes and encourages informal learning pathways
- Offers a thorough description of specific experiences used to gain specific skills- including soft skills
- Integrates with existing data systems to track and authenticate participation

### Examples

- The company *GoCodery* created badges to recognize Providence After School Alliance’s out-of-school time activities for high school students. These badges were officially included on students’ transcripts, and the Rhode Island Common Application for colleges added a section for badges.
- NASA awards badges in robotics and STEM fields and uses those badges to identify candidates for internships and jobs.
- Carnegie Mellon University is developing badges to be issued on a curricular path that terminates in certifications recognized by computer science and STEM industries.



**badges = visual representations of a skill or achievement**

Image from <http://www.commonsemmedia.org/educators/blog/the-great-digital-badges-debate>



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