



BOYS & GIRLS CLUBS

POSITION DESCRIPTION

Education Coordinator

REPORTS TO: Director of Operations

EMPLOYMENT TYPE: PT, M-Th, occasional weekend duties

PRIMARY FUNCTION:

- Responsible for overseeing the delivery of programs for Main Unit in the areas of the Character & Leadership, Education, and a percentage of programs in the area of Health & Life Skills. Provide a healthy environment for members under the goals of the Youth Development Strategy.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Work with Director of Operations to establish program objectives consistent with organizational goals and mission in specific program areas.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

1. Establish and maintain Clubhouse program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
2. Ensure programs/activities respond to member needs and address their gender and cultural diversity.
3. Control Clubhouse program and activity expenditures within approved budget

Supervision

4. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Support training and development opportunities for assigned volunteers and staff.
5. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
6. Ensure and Maintain staff and program guidelines as required through State or grant expectations.
7. Ensure productive and effective performance by all assigned program staff and volunteers.

Marketing and Public Relations

8. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through bulletin boards, fliers and media releases.

Organizational Responsibilities

1. Maintain the health and safety of all members.
2. Monitor daily clubhouse as stated in Staff Manual.
3. Complete all program evaluation and tracking expectations.

ADDITIONAL RESPONSIBILITIES:

1. May oversee and/or support special programs and/or events (i.e. Steak & Burger, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. Will consult with parents concerning member and Club issues.

KEY PROGRAMS TO OVERSEE: (not meant to encompass all program responsibilities)

Education:	Power Hour Educational Exploration Career Prep
Health & Life Skills:	Smart Moves Nutritional/Cooking Program

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, school offices, schools, member's parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Associates Degree in related field from an accredited college or university, or equivalent experience.
- A minimum of two years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Mandatory CPR and First Aid Certifications

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Acknowledgement of Position Description

(Employee's Signature)

Date