



JOB DESCRIPTION:

Position: Education Coordinator (20-25 hours p/week; some benefits)

Position Classification: Non-exempt; hourly

Reports To: Director of Programs & Family Services

Position Scope: The Education Coordinator plans, implements and evaluates all programs and activities provided in identified program areas. Coordinate programs to positively impact the lives of Club members in the areas of Education; Healthy Behaviors and Life Skills and Technology.

Primary Responsibilities:

Prepare Youth for SUCCESS

- Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to the members.
- Ensure members are on track to progress to the next grade level
- Utilize the five key elements of Impact- Safe, Positive Environment; Fun; Supportive Relationships; Opportunities and Expectations; and Recognition.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member's needs and interests and participating in staff meetings.

Health and Safety

- Ensure a healthy and safe environment, supervising members in a program group or area
- Ensure a productive work environment

Program Development and Implementation

- Actively participate in a variety of programs and special events
- Provide daily opportunities to participate in instructional, competitive and cooperative learning activities.
- Display and maintain a high level of enthusiasm, energy and commitment
- Compile grant reports reflecting all activities, attendance and participation to Program Director (grants include but not limited to Triple Play, Summer Brain Gain, Power Hour, Be Great Graduate
- Establish and maintain contact with external community organizations, individuals and parents. Schedule bi-weekly events and invite co-facilitators through established partnerships.
- Research BGCA by going to the following link
<http://www.bgca.org/whatwedo/EducationCareer/Pages/EducationCareer.aspx>

Supervision

- Provide direct supervision to a group of children as necessary
- Provide guidance and role modeling to the volunteers
- Supervise the Educational area and assist with any reading needs. Implement Library programming and any in-house educational programming



Additional Responsibilities

- Must participate in all special programs and/or events
- Keep Statistical data for Outcome Measurement and other records for use in agency evaluation
- Represent the club in a respectable and professional manner
- Attend functions designated by the Executive Director or Director of Program Services & Operations
- Attend staff meetings
- Must be available for staff meetings

Relationships:

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

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

Knowledge, Skills and Abilities:

- Understanding of the BGCNH philosophy, vision and goals
- Associates Degree in Education, Early Childhood Development, Human Services or related youth development field; and/or commensurate experience; Bachelor's degree preferred
- Experience with program development, planning, delivery and implementation
- Experience in youth development work
- Ability to motivate youth and manage behavior problems
- Experience working with at-risk youth
- Ability to manage volunteers and/or staff
- Strong written and verbal communication, interpersonal and relationship-building skills
- Ability to effectively work with a variety of people and personalities
- Must be computer proficient
- Mandatory CPR and First Aid Certification required
- Valid State Driver's License Required

Physical Requirements. Work Environment

This position requires flexibility and organizational skills, written and oral communication skills; the ability to adapt to various situations, critical and creative decision making abilities and proven demonstrated track record of managing youth.

DISCLAIMER:

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

Signed by: _____ Date: _____

Approved by: _____ Date: _____



Compensation: Competitive and commensurate with experience

To Apply: Please forward resume and cover letter to:

Carlos Collazo- Director of Operations

carlos.collazo@bgcnewhaven.org

AND COPY

Stephanie Barnes- Executive Director

Stephanie.barnes@bgcnewhaven.org

Attn: Education Coordinator Search

About the Club

The Boys & Girls Club of New Haven (BGCNH) is a member organization of the Boys & Girls Clubs of America. BGCNH has a rich history in New Haven, founded in 1871, we are one of the first youth-serving organizations in the country. The Club's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

Our Formula For Impact

Formula for Impact is a research-based theory of change that describes how we will increase our impact – exponentially – on the young people in our community. It is a roadmap used to ensure that members have a life-changing Club experience and leave the Club knowing they will have a great future.

- **Academic and Tutoring Programs.** Our programs foster life-long learners by supporting academic success with tools for the 21st century.
- **Good Character & Citizenship Programs:** Develop a positive self-image and good character while respecting their own and others' cultural identities.
- **Healthy Lifestyle Programs:** We teach Club youth how to adopt a healthy diet, practice healthy lifestyle choices and to make a lifelong commitment to fitness.

For more information about our programs, please visit *our* website, www.bgcnewhaven.org.