



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

EDUCATION COORDINATOR

Job Summary:

Under the direction of the Branch Director, working in conjunction with the Youth Development Supervisor, the Education Coordinator is responsible for implementing, organizing, and supervising all education programming.

Responsibilities:

Prepare Youth for Success

1. Provide leadership and direction to support the organization's vision, mission and principles.
2. Ensure that programs, services and activities focus on preparing youth for success and promoting safety of members. Provide guidance to members as it relates to education.
3. Evaluate programs routinely to maintain a high quality.

Program Development and Implementation

1. Develop, organize, implement, and supervise the education programs and activities offered to the Club's members.
2. Assist in continually developing a comprehensive education continuum that supports education at school, the Club, and at home.
3. Oversee implementation of education in branch Computer Lab, Learning Center, Power Hour program as well as all other educational programs offered by the Club.
4. Implement education program objectives through a developed formal curriculum.
5. In conjunction with the Youth Development Supervisor, supervise all part time staff within the education department of the Branch.
6. Purchase supplies working within a determined budget. All major purchases (e.g. software) need to be approved by the Branch Manager.
7. Assist other staff with integrating education into their respective program areas in accordance with Project Learn philosophy.

8. Stay abreast of Club information and activities by attending regularly scheduled meetings with the Branch Director.

Health and Safety

1. Maintain Club education center in a clean, safe, neat and organized manner.
2. Maintain Club equipment and property to ensure they stay in good working order.

ADDITIONAL RESPONSIBILITIES

1. Develop Education Town Halls for parents & educators.
2. Provide documentation to show progress of members who attend education programs.
3. Develop outcome measurements.
4. Meet with Branch Director regularly.
5. In absence of part time staff, run program areas as necessary.

Relationships:

Internal: Maintains daily contact with Youth Development Supervisor, Part-time Club staff, members and parents to receive/provide information and discuss issues.

External: Maintain relationships with Teachers and students to receive/provide information & discuss issuers related to education.

Skills/Knowledge Required:

- Bachelor's degree from an accredited college or university or equivalent experience in a related field.
- A minimum of four years work experience in a Boys & Girls Club or a similar organization planning and supervising youth development activities.
- Strong communication skills, both verbal & written.
- Strong multi-project management skills.
- Strong customer-service oriented philosophy.
- Ability to quickly learn and apply principles of various Boys & Girls Clubs of America Education Programs such as Project Learn & Power Hour.
- Strong computer skills, i.e., Microsoft Word, Outlook, PowerPoint, Excel, etc.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to move quickly to keep up with youth.

- Must be able to remain alert and energetic for 8 hours or more

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.