

**BOYS AND GIRLS CLUBS OF DORCHESTER
JOB POSTING**

TITLE: Education Coordinator – WDYC
DEPARTMENT: WDYC
REPORTS TO: Vice President of Youth & Community Engagement
FLSA STATUS: Non-Exempt/Hourly – Part-Time

JOB SUMMARY

The Education Coordinator is responsible for the delivery of educational programs and activities within the Walter Denney Youth Center afterschool program, including tutoring and homework help. By personal example, helps interpret the quality of BGCD values to members, parents and staff. Plans and implements all educational activities

The Education Coordinator will also lead members in age appropriate development activities that promote: Healthy Lifestyles, Good Character and Citizenship, and Academic Success.

Essential Duties and Responsibilities:

- Provide after-school tutoring sessions and other academic support activities to in-school program members.
- Supervise tutors and volunteers assisting members with homework and school related projects
- Assist in the completion of BGCD program activities standards as determined each year.
- Supervise and discipline of members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate.
- Secure and maintain materials, equipment and other resources belonging to the program area. Maintain a safe and clean program area.
- Maintain proper record keeping and reporting of activities including; daily participation figures, notable achievements and any problems/issues.
- Collaborate on programs, activities and events with other BGCD staff. When appropriate, collaborate with staff from other Club's and community organizations.
- Participate in individual and group supervision sessions and periodic professional development opportunities.
- Adhere to and uphold all Club and Member rules and policies.
- By personal example, helps interpret the quality of BGCD values to children, parents and staff. Must be a positive role model.
- Other related duties as specified by the Vice President of Youth & Community Engagement and Senior Management Staff.

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands)

- BA/BS degree or a college student in good academic standing.
- Direct experience developing and delivering educational programs; experience in out-of-school-time settings preferred.
- Knowledge of trends in education, career exploration, STEM and educational planning.
- Strong interpersonal and communication skills required.
- MS Office and web competency required.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Flexibility to work Club hours especially as seasons and service needs change.
- Must consent to a CORI/SORI and background check.