

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

Title/Position: Teen Education Coordinator
Location: Teen Program
Reports To: Director of College and Career Pathways
FLSA Class: Non-Exempt
Status: Part-time (20-25 hours per week)

JOB SUMMARY/PRIMARY FUNCTION:

The Teen Education Coordinator is responsible for the delivery of educational programs and activities within the teen program, including tutoring, homework help, STEM and assisting with Power Forward: College & Career Prep. By personal example, helps interpret the quality of BGCD values to members, parents and staff. Plans and implements all teen center educational activities

The Teen Education Coordinator will also lead the teen 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 the Director of College and Career Pathways with the Power Forward Program as needed
- 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 program resources in the program area. Maintain a safe and clean program area.
- Maintain proper record keeping and reporting of teen center activities including; daily participation figures, notable achievements and any problems/issues.
- Collaborate on programs, activities and events with Teen Program Director, Teen Takeover Events Coordinator, Director of College & Career Pathways and other BGCD staff. When appropriate, collaborate with staff from other Club's and community organizations.
- Promote and market teen education activities and programs to members via posting announcements of upcoming events and the dissemination of timely information through mailings, fliers, social media and additional media resources.
- 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 Director of College & Career Pathways 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 for teens; 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.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information; supervise and support subordinate staff; seek input from all program staff. Coordinate with other Program Directors, departments and staff

External: Volunteers, Parents, community groups, neighborhood schools and other outside agencies