



BOYS & GIRLS CLUBS
OF THE CAPITAL AREA

POSITION DESCRIPTION

TITLE: Education Director

PERFORMANCE PROFILE SOURCE: Exempt

DEPARTMENT: Programming

REPORTS TO: Club Director

BENEFITS:

PRIMARY FUNCTION:

Responsible for overseeing the delivery of a broad range of programs within a designated Club, such as Education, Career Development and Health & Life Skills Plan, develop, oversee implementation and supervise programs.

KEY ROLES (Essential Job Responsibilities):

Academic Case Management

- Academically manage assigned number of members based upon club requirements.
- Complete all reporting assignments.
- Align target student need with existing classes based on teacher input, below average performance in subject area and parent input.
- If necessary find other resources in community to help break barriers to academic success and social enrichment.
- Advocate for case managed youth.
- Meet all case management guidelines and requirements.
- With support and assistance form supervisor create and manage tutoring program if applicable.
- Attend school meetings as assigned.

Prepare Youth for Success

- Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes.
- Promote and stimulate program participation.
- 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 areas.
- Provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Manage the Power Hour program daily.
- Complete unit and lesson plans for programs and activities following Boys & Girls Club of the Austin Area standards as assigned.
- Develop, train and administer an anti-bullying program as assigned.

Supervision

- Ensure a productive work environment by participating in club meetings.
- Will assume appropriate responsibilities of the Club Director in the event of his / her absence.
- Assist and support in the training of part-time staff as directed by supervisor.

ADDITIONAL RESPONSIBILITIES:

- May be required to drive a shuttle bus.
- Be able to perform other duties as assigned or requested by supervisor(s).
- Will be responsible for light housekeeping and cleaning.
- Under the supervision of the Club Director complete all CitySquare and /or reporting and program requirements including and but not limited to: attending meetings, trainings and daily / monthly reporting

RELATIONSHIPS:

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

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

SKILLS / KNOWLEDGE REQUIRED:

- Four Year Degree
- Strong communication skills, both verbal and written
- Valid State Driver's License
- Ability to stand for long periods of time.
- Ability to work in various weather conditions—hot, cold, rainy, etc.
- Ability to meet physical demands of working with children.
- Ability to move equipment up to 25 pounds.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

Must be able to work and interact with youth. Must be able to pick up games, trash, and other items from the floor. Must be able to mop and sweep occasionally.

DISCLAIMER:

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

Signed by: _____
Employee **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Professional Officer/ Executive VP **Date**