



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

POSITION DESCRIPTION

TITLE: Education Coordinator

SALARY GRADE: 4

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Branch Director

Exempt Non-Exempt

PRIMARY FUNCTION:

Under the direction of the Branch Director, the Education Coordinator is responsible for implementing, organizing, and supervising all education programming.

KEY ROLES (Essential Job 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. Purchase supplies working within a determined budget. All major purchases (e.g. software) need to be approved by the Branch Manager.
6. Assist other staff with integrating education into their respective program areas in accordance with Project Learn philosophy.

7. 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.

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:

- Four year degree in education or related field from an accredited university.
- Two-years work experience in the education environment.
- 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.

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.