Education Program Leader

(*Part-time position at Medford Boys & Girls Club*)

We are hiring for the following position:

Medford: Program Leader (Education programming - early elementary focus)

Position Overview: The ideal candidate will be a flexible and creative individual with youth development experience and an interest in working with youth in a low income, ethnically diverse setting. S/he will have demonstrated experience working with youth and a willingness to develop and lead education-based programming for youth in grades K-2nd.

Hours: Tuesday - Friday 1:30 - 6:30 p.m. Mondays 12:30-6:30 p.m. This is a part time, school year position equaling 26 HOURS PER WEEK

*Opportunities available for employment during school/summer vacation camps

Salary: $10 - $12/hour based upon experience

*Bi-lingual speakers encouraged to apply*

POSITION DESCRIPTION

- Develop and lead programs and activities that focus on one or more of the following areas: education/academic support, the arts, health & life skills, youth leadership/civic engagement, and technology.
- Provide focused academic support, through homework help as well as through education-based programs, to youth grades K-2nd.
- Help 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 area(s).
- Demonstrate personal leadership to assure conduct, safety and development of members.
- Supervise Club members participating in programs and services within the program area as well as throughout the clubhouse as appropriate, address any behavior issues as necessary.
- Set program goals and track program data, including daily program participation and Club member progression as well as any problems/issues using ETO data tracking software (training on ETO software is available).
(cont’d)

• Participate in weekly unit staff meetings and weekly one on one meetings with supervisor

SKILLS/QUALIFICATIONS

• Minimum of one year of experience in a Boys & Girls Club or similar youth serving organization planning and leading activities based on the developmental needs of youth aged 6-14, with younger elementary age youth experience preferred.
• Experience in motivating youth and managing youth behavior issues.
• Strong communication skills, both verbal and written
• Ability to model a professional attitude and serve as a role model for youth
• Team-work and collaboration skills
• Ability to work sensitively and effectively with individuals of diverse backgrounds
• Experience in/ability to set goals and prioritize outcomes in order to achieve results

OTHER REQUIREMENTS

• High School degree required, some college preferred
• Minimum 18 years of age
• Must pass a National Criminal and Sex offender background check

TO APPLY:
Please email your cover letter and resume (must be sent as attachments, not inline), with the subject line reading "I am applying for the Education Program Leader position"
Attention:
Ms. Jessica Jacob, Manager of Staff and Volunteer Resources at Bgcmc.resumes@gmail.com

*Applications that do not include the above listed information will not be considered.

This posting may also be viewed at our website: www.kidsclubs.org