



## NOTICE OF JOB VACANCY

**Posting Number: 04-18**

**Date Posted: 12 March 2018**

**Job Title: Education Coordinator**

**Locations: Optimist Club**

1517 Plaza Drive, Mobile AL  
Serves RV Taylor, Dauphin Island Pkwy, Maysville, Birdville

**Hours: Regular Part Time with a Variable Schedule**

Academic Year – 15 to 29 hours per week;

Monday through Friday **between** 2:30 p.m. and 6:30 p.m.

Summers: 40 hours per week;

Monday through Friday **between** 7:00 a.m. and 6:00 p.m.

***This timetable varies based on scheduled Club hours and the discretion of the Branch Director. Extra hours as needed for special events.***

**Salary Range Minimum (Hourly): \$9.00**

This is a Fair Labor Standards Act nonexempt position.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

### **PRIMARY FUNCTIONS**

Responsible for managing the academic success programs at a specific branch. Incumbent will also plan, schedule, and implement daily programs and activities in the community, programming services to Branch, generating positive public relations with the public and in the community. Develop program capacity to recruit, retain and address needs of all members.

**Types of Academic Success Programs:**

Academic tutoring & homework assistance; Life Skills Development; Financial Literacy; Internet Safety; Nutrition Education; Embracing Inclusion; Bully Prevention

**KEY ROLES** (Essential Job Responsibilities):**A. Prepare Youth for Success**

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
2. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases. Prepare program materials and aids.
3. Promotes and stimulates daily program participation as well as participation in designated national and special events programs. Programming should be appropriate, in correlation with our organizational values, and yield active engagement from members and staff involved.
4. Orients new members to Club programs, special events, and opportunities as well as to Club safety, program and disciplinary rules.
5. Provides guidance and role modeling to members, which includes adherence to dress code.

**B. Program Development and Implementation**

6. Implements, monitors and evaluates programs, services and activities for members
7. Monitors and evaluates programs, services and activities to ensure safety of members and quality in programs.
8. Recognizes club members for program participation and achievement.
9. Maintains records to track attendance and participation.
10. Participate in collaborative programs and events with staff from other Branches and community organization as appropriate.

**C. Supervision**

11. Travel between sites and to activities as needed.
12. Safeguard the confidentiality of all Club member participants.
13. Maintain order and discipline of Club members
14. Ensure a productive work environment by participating in weekly club staff meetings.

**D. Additional Responsibilities:**

15. Oversee special programs and/or events, and/or participate in the implementation of other Club activities as necessary.
16. Participate in training, Branch staff meetings and Professional Development and Inservice days.
17. Drive Club van periodically.
18. Consult with parents concerning member and branch issues.
19. Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
20. Assist the Branch Team in maintaining a clean and safe Club environment.

**SKILLS/KNOWLEDGE REQUIRED:**

- Associate's degree or education/experience equivalency.
- Minimum of two years of experience working in youth development or a related field.
- Experience working in a youth-serving non-profit organization highly desirable.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Ability to deal effectively with members including discipline problems.
- Demonstrated ability in working with young people, parents and community leaders.
- Valid State Driver's License

**ENVIRONMENTAL CONDITIONS:**

The employee is subject to both indoor and outdoor environmental conditions.

**PHYSICAL REQUIREMENTS (in performance of essential functions):**

This position requires the activities of talking and hearing along with intermittent physical activities of stooping, bending, crouching, kneeling, standing, reaching, walking, pushing, pulling, grasping and repetitive motion.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to [www.bgcsouthal.org](http://www.bgcsouthal.org) to the job announcement page. Download the Application for Employment. Complete the application and send via email to [cmiller@bgcsouthal.org](mailto:cmiller@bgcsouthal.org) or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.