



NOTICE OF JOB VACANCY

Posting Number: 25-17

Date Posted: 13 June 2017

Job Title: Education Director

Location: **Cody Road Boys & Girls Club**
35 Cody Road South
Serving Hillsdale, Mobile Terrace and West Mobile

Hours: Part Time – Regular Schedule
Academic Year – 15 hours per week; Monday through Friday 4:00 PM to 7:00 PM.
Summers: 40 hours per week - Monday through Friday - 8 hours between 9:00 AM and 6:00 PM.
This schedule may vary slightly based on need and management decision.
Extra hours as needed for special events.

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).

Duties: Develops and implements age appropriate learning activities, homework help, tutoring, reading sessions, all aspects of Power Hour, and computer literacy programs; assists students with computers; attends trainings and assists with events of the club; and performs other duties as assigned.

Salary Grade Range:	Min. \$8.00	Mid. \$10.00	Max \$14.00
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Non-Exempt

Beginning salary rates are based on qualifying education and experience relative to stated requirements.

Requirements:

- Minimum high school diploma or equivalent
- Certified School Teacher with the State of Alabama preferred.
- Experience in working with children and teens
- Ability to create and develop age appropriate learning activities
- Effective verbal and written communication skills
- Ability to effectively organize and supervise members in a safe environment

Physical Requirements: Ability to stand for periods of time and be active indoors and outside during hot weather.

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 to the job announcement page. Download the Application for Employment. Complete the application and send via email to 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.