

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF MUNCIE

POSITION DESCRIPTION

TITLE: Education Coordinator

PERFORMANCE PROFILE

SOURCE: Youth Development Professional
Full-Time / Exempt

DEPARTMENT: Management

REPORTS TO: K-5 Program Director

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates (in cooperation with direct reports) all programs and activities provided in the program areas of education, the arts, health and life skills, and technology including, but limited to, the Learning Center, Media lab, STEM room and kitchen. Coordinates with the education department staff of the other Units to ensure cohesion and completion of tasks related to the education department requirements.

QUALIFICATIONS REQUIRED:

Knowledge:

Demonstrate knowledge of principles related to: youth development, leadership development, human resource management, program and service management, facilities management, partnership development, marketing and public relations.

Education:

Associates Degree required, Bachelor's preferred in education or related field from an accredited college or university.

Experience:

Minimum of three years-experience preferred in a Boys & Girls Club or similar youth organization including management, supervision, and program development.

Skills:

- **Communication Skills** (listening, informing, presenting, talking, writing...)

- **Decision-Making Skills** (analyzing, fact finding, innovating, judgment, problem solving, systematic thinking...)
- **Personal Initiative Skills** (contributing to a positive work environment, organizational awareness, personal development, proactivity, professional development, striving for excellence...)
- **Planning Skills** (action planning and organizing, business planning, monitoring, project management, recruitment, strategic planning, time management...)
- **Quality Skills** (implementing quality improvements, satisfying customer requirements, using meaningful measurements...)
- **Relationship Skills** (conflict management, meeting skills, negotiating, networking, relationship building, teamwork...)
- **Safety, Health and Environment Skills** (fostering organizational wellness, supporting a safe environment...)

KEY ROLES (Essential Job Responsibilities):

KEY ROLES COMPETENCY % Time

Leadership – 20%

- Support the Club mission and vision while instilling the 5 Key Elements of Youth Development and working toward achieving the desired Youth Development Outcomes
- Contribute to identifying and implementing strategies for quality improvement
- Create an environment that promotes the physical, social and emotional well-being of youth
- Create an environment that promotes active participation
- Create an environment that incorporates guidance and discipline principles
- Provide information to support management-level decision-making.

Health and Safety – 10%

- Ensure a healthy and safe environment for members, staff, volunteers and visitors
- Ensure that facilities, equipment and supplies are maintained

Program Development and Implementation – 30%

- Effectively plan educational and related programs, services and activities
- Effectively develop educational and related programs, services and activities
- Effectively implement and administer educational and related programs, services and activities
- Effectively monitor and evaluate educational and related programs, services and activities

Resource Management - 25%

- A. Provide information and guidance to assigned program staff and volunteers
- B. Allocate work to assigned program volunteers and part-time staff
- C. Monitor work of assigned program staff and volunteers
- D. Support training and development of program staff and volunteers
- E. Manage your own time and resources
- F. Continuously develop your own knowledge and skills

Marketing and Public Relations – 15%

- A. Increase visibility of Club programs, services and activities
- B. Maintain good public relations
- C. Build and maintain collaborative relationships with applicable school administrators and teachers as necessary to accomplish program goals
- D. Build partnerships with members' parents and/or family members as necessary to accomplish program goals
- E. Build partnerships with community leaders and organizations as necessary to accomplish program goals

ADDITIONAL RESPONSIBILITIES

1. Manage all grant related activities associated with the education department including, but not limited to, data collection, record keeping, program evaluation, and training and meeting attendance.
2. Manage all activities related to the IN Kids program, SMART Decisions, and all other billable activities.
3. Acquire and maintain Indiana Department of Mental Health's Education/Prevention Specialist certification.
4. Assume other duties as assigned by the Leadership Team

ACCOUNTABILITIES:

Supervisory Responsibilities **The total number of employees and volunteers is subject to change. – Refer to the Organizational Chart.*

ENVIRONMENTAL AND WORKING CONDITIONS – PHYSICAL AND MENTAL REQUIREMENTS

The following statements regularly apply to the position:

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver's license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club sites within the community

using personal motor vehicle

To accomplish the position functions, individual is required to work:

- Irregular hours - Occasionally
- Afternoons/Evenings - Regularly
- Weekends – Occasionally

RELATIONSHIPS:

Internal:

- Maintains close, daily contact with Club Administrative staff to discuss issues, provide and receive information, receive administrative approval when appropriate, and assist in problem solving.
- Maintains close, daily contact with Club management staff to discuss issues, provide and receive information and assist in problem solving.
- Maintains close, daily contact with Club professional staff, Jr. Staff and volunteers to interpret and explain organizational mission, programs objectives and standards, policies and procedures, discuss issues, provide and receive information and assist in problem solving.
- Maintains regular contact with members as needed to support, advise, counsel, and discipline.
- Maintains contact with board members to provide and receive information as needed.

External:

- Maintains contact with members' parents/guardians and others as needed to discuss issues, provide and receive information, and assist in problem solving.
- Maintains contact with school officials, community groups and individuals as needed to discuss issues, provide and receive information, and assist in problem solving.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____