



**POSITION TITLE:** Director of Education and Academic Enrichment

**DEPARTMENT:** Clubhouse (Grades 4-6)

**REPORTS TO:** Director of Youth Programming

**TYPE OF EMPLOYMENT:** Full-Time, Salaried

**YEARLY SALARY / BENEFITS:** Highly competitive salary based on candidate's past work experience, skills, and capabilities. Club pays 80% of Health, Dental, and Vision insurance. Life Insurance, and both Short and Long-term disability provided at no cost to employee. A percentage of pay also put into pension fund on behalf of employee; employee match is not required.

**COMPANY DESCRIPTION:**

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children from six-weeks to eighteen-years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the kids we serve with caring mentors and role models.

**PRIMARY FUNCTION OF THIS ROLE:**

The Director of Education and Academic Enrichment is responsible for the planning, management, and oversight of educational programming at the Club. The person in this role will be asked to lead academic programming in subjects where they are most qualified, provide support to other Club staff when they are delivering programming on other topics, and work with our network of volunteers and community partners to help expand our academic program offerings. LEGO robotics, digital literacy exercises, STEM activities, and music lessons are just some examples of the enrichment activities our community partners bring to the Club; the person in this role will be responsible for determining what programs should be delivered by Club staff and which programming should be delivered in coordination with one of our community partners. The ultimate goal of this role is to provide fun, engaging, and enriching experiences to our youth by best leveraging the skills and resources available.

**KEY ROLES (Essential Job Responsibilities):**

As the Director of Education and Academic Enrichment, your responsibilities include:

- Promoting academic curiosity.
- Establishing a culture in the Club's Education Room whereby programs and activities are fun, educational and outcome driven.
- Coordinating, planning and overseeing the after-school homework help program. Ensuring that all children have the necessary supplies needed to complete their homework and that those who need individual support are connected with a volunteer or staff member who can best assist them.

- Leveraging Boys & Girls Clubs of America’s vast library of program curriculums and program “how to” guides to expand your knowledge and to diversify the Club’s academic offerings.
- Ensuring a safe, positive, and inclusive programming space.
- Recognizing children’s work and spotlight their achievements in a variety of ways around the Club.
- Developing meaningful relationships with youth to help discover their interests and advance them through their Club academic experiences. Finding ways to make learning fun and rewarding.
- Developing and coordinating partnership efforts (schools, museums, libraries, corporate, etc.) to provide field trips, volunteer engagement opportunities, curriculum partnerships, etc. where youth can learn about career paths and see skills they have learned in action.
- Creating a calendar of academic programs and events for the year.
- Maintaining all education-related spaces, materials, and equipment.
- Collecting data and reporting outcomes as needed to support the grant funding process.

**REQUIRED:**

- Bachelor’s Degree in a related field or equivalent work experience is mandatory.
- Minimum of two years' experience in a role focused on youth development with demonstrated ability to plan, conduct, and supervise educational programs.
- Ability to set goals, measure progress, and document outcomes.
- Group leadership skills with an understanding of group dynamics and classroom management.
- Excellent written and verbal communication skills.
- Organized and able to manage details efficiently and effectively.
- Computer proficient.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Must pass a background check.
- Must be at least 21 years old

**SCHEDULE:**

School Year: Monday through Friday, 11:00 AM – 8:00 PM.

Summer, School Vacation & Select Holidays: 8:30 AM - 5:30 PM.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This position is located at One Positive Place, Nashua, NH. Remote work is not available for this position. Ability to lift 25 lbs.

**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. All employees of the Boys & Girls Clubs of Greater Nashua are employees at will.

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

**For more information about this role, or to apply, please contact Craig Fitzgerald at [cfitzgerald@bgcn.com](mailto:cfitzgerald@bgcn.com).**