



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Education Director

DEPARTMENT: Clubhouse

REPORTS TO: Senior Director of Club Operations

TYPE OF EMPLOYMENT: Full-Time, Salaried

COMPANY DESCRIPTION: The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children 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 Education Director is responsible for the management and oversight of all educational programs at the Club, including leadership, coordination, planning and implementation of after-school academic programs and summer academic programs, such as homework, technology education, reading, math, and other education-based activities to help youth develop their potential and achieve academic success. The Education Director is committed to a high level of participation in positive youth development programs.

KEY ROLES (Essential Job Responsibilities):

As the Education Director, your responsibilities include:

- Coordinate, plan and manage comprehensive academic programs, including after school homework, technology, reading, math, & arts programs as well as others, for youth grades 3-5.
- Organize and implement a range of academic program services and activities for members that are fun, educational and outcome driven. Work to ensure critical 21st Century job skills such as creativity, critical thinking and cooperation are incorporated into club educational programs and activities.
- Coordinate, plan and oversee the Power Hour after school homework program. Ensure 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. For members who do not have homework assignments provide other educational activities such as worksheets or reading materials.

- Ensure the use of Boys & Girls Clubs of America Education programs enhance youth development.
- Ensure safety, positive values and ethical behavior through quality programs, and the appearance of the Club, at all times.
- Recognize members' work and highlight in a variety of ways around the Club.
- Develop meaningful relationships with youth to help discover their interests and advance them through their club academic experiences. Find ways to make learning fun and rewarding.
- Develop and coordinate 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.
- Create a calendar of academic programs and events for the year.
- Maintain all education-related spaces, materials and equipment. Control expenditures against budget.
- Ensure a healthy and safe environment in compliance with all regulatory requirements.
- Collect and report on data as needed to support the grants 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 and services.
- Ability to set goals, measures and outcome reports
- 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, including MS Word and Excel
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Knowledge of trends in educational enrichment activities, community service and leadership activities for youth.
- Proven ability to handle confidential information and work with minimal supervision
- Be service-oriented with the ability to pay attention to details in a fast-paced environment.
- Must pass a background check
- At least 21 years old

COMPENSATION:

DOE

DISCLAIMER:

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

JOB TYPE:

Full-Time. Schedule during the school year is 11:00 AM – 8 PM with a 1 hour lunch break.

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute

Salary: Competitive and in line with other Nonprofits surrounding southern NH. Salary also dependent on experience.

BENEFITS:

- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

SCHEDULE:

- Monday to Friday

Ability to commute/relocate:

- Nashua, NH 03060: Reliably commute or planning to relocate before starting work (Required)

EXPERIENCE:

- Afterschool programming: 2 years (Required)

WORK LOCATION:

In-person

Applicants can send a copy of their resume to Ashley Fudala at afudala@bgcn.com.