



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Education Coordinator

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 Coordinator is responsible for the planning and implementation of educational programs at the Club for youth grades 3 – 5. This includes 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 Coordinator 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:

- Plan and implement academic programs, including after school homework, technology, reading, math, & arts programs as well as others, for youth grades 3-5.
- Coordinate and oversee the Power Hour after school homework program. 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.

- Create a calendar of academic programs and events for the year.
- 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 or Associates Degree (obtained or working towards) in a related field or equivalent work experience is preferred but not required.
- Prior experience in a role focused on youth development with demonstrated ability to plan, conduct, and supervise educational programs and services preferred but not required.
- Group leadership skills with an understanding of group dynamics and classroom management.
- Excellent written and verbal communication skills.
- 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:

Highly competitive hourly rate dependent on experience.

DISCLAIMER:

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

JOB TYPE:

Part-Time, 20 – 25 hours/week. Afterschool hours are between 2:30 – 7 PM

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute

SCHEDULE:

Monday to Friday

WORK LOCATION:

In-person

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