



TITLE	Educator
SCHEDULE	Full time, non-exempt
REPORTS TO	Unit Director
COMPENSATION	\$16– \$19/hr DOE
BENEFITS	Full benefits (after 90 days initial employment), Pension (after 2 years)

PRIMARY FUNCTION:

Act as a positive role model and apply youth development principles to all interactions with members in the club. Responsible for the facilitation of Programs & Services within Core areas and general support of overall Clubhouse activities. Helps ensure quality youth and program outcomes, helps capture and store data and supports evaluations of programs.

JOB RESPONSIBILITIES

At all times--

- By intervening act to ensure the (physical, emotional and mental) safety of members and others.
- Keep youth within eye sight and ear shot at all times
- Act as a positive role model by demonstrating leadership, supporting fellow staff, exhibiting professionalism and demonstrate knowledge and execution of job description
- Professionalism is expected in all areas and at all times (ie. All meeting's, community events, programs & services, etc)
- Must run programs during each session in Fall, Spring, Summer and any additional camps.
- Schedule subject to change including nights and weekends
- Flexibility to work at varying locations
- Demonstrated ability to work independently and creatively
- High standards for excellence and exceptional attention to detail
- Flexibility and a sense of humor

Program & Service Delivery--

- Co-design curriculum, community/club traditions, incentive programs, and projects that support our members achieving success in Core areas: academics, healthy lifestyle, good character & leadership.
- Implement and facilitate said activities within assigned core program areas using youth development principles and with a high level of organization.
- Work with other staff, volunteers, and teen members to predict, prevent and/or solve problems when they occur.
- Participate in all activities including preparation, set-up, take-down and clean-up.
- Working knowledge of events and project-based learning

Youth Development Tasks--

- Mentor youth and support learning and participation in programs that helps them achieve academic and personal success in order to create caring, responsible citizens.
- Effectively address member behavior issues and handle discipline problems.
- Use high expectations, club incentive programs and Member Code of Conduct to positively guide member's behavior and follow through with consequences.

GREAT FUTURES START HERE.



**MID-PENINSULA
BOYS & GIRLS CLUB**

- Facilitate school partnerships that enhance program services as an extension of school day learning.
- Infuse program quality standards into all aspects of program implementation.
- Demonstrated ability in youth supervision, group management, and the recruitment and retention of youth

Building Club Capacity & Sustainability:

- Assist in documenting all program schedules, lesson plans, curriculum, youth participation and outcomes.
- Support the creation of a seasonal program binder that documents all program curriculum, standards and implementation strategies.
- Helps plan activities, identify needed materials and/or resources, as well as support with the acquisition and maintenance of materials and supplies
- Support the collection of necessary program data and provide accurate program reports.
- Demonstrated ability in working with critical youth stakeholders, including but not limited to- parents and teachers.
- Demonstrate leadership by contributing to training, coaching and support of team members professional development.
- Strong communication skills, both oral and written.

EDUCATION AND WORK EXPERIENCE REQUIRED

- A minimum of 1-2 years work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.

ADDITIONAL REQUIREMENTS

Must have valid California Driver's License, proof of auto liability insurance and a good driving record. May be required to drive 9 passenger van. Must pass background check and provide TB test clearance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

This position may require the ability to lift 40lbs. The position may entail long periods of standing and/or walking. There may be periods of high levels of ambient noise. This position may include both indoor and outdoor environmental conditions.

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.